**REPLY TO**

**ATTENTION OF**

**SAMPLE SPONSOR WELCOME LETTER**: DELETE THIS RED SAMPLE INTRODUCTION SECTION BEFORE SENDING. ALSO, BE SURE TO SPELL OUT ALL ACRONYMS AND REPLACE ITEMS IN [RED] BELOW WITH SPECIFIC DETAILS.

Dear [Mr./Ms. New Employee Name]:

Congratulations on your new position with the [Organization (Directorate/Division/Branch/Section, as appropriate) Name]! We are excited to have you on our team.

Your new supervisor [Supervisor’s name] has asked me to be your sponsor, and I look forward to meeting you and welcoming you not only to our organization, but the Army family. As your sponsor, my goal is to ensure you experience a smooth transition and have all the necessary resources in place for a successful start.

[Brief paragraph describing yourself – how long you have been with the Directorate, an overview of the organization’s mission, work center, any relevant experiences, working relationship with new employee in his/her new job (e.g., team leader, co-worker) and any personal information you want to share.]

On your first day, I will meet you at the Civilian Personnel Advisory Center (CPAC) [enter address] after you have completed in-processing [enter time] and then escort you to our workplace. I will introduce you to key personnel at our office, assist you with in-processing activities, familiarize you with local resources, discuss your first day experiences, answer questions you may have, and help you in any way I can. [NOTE: The next sentence is optional, at discretion of assigned sponsor, as lunch is non-duty time: If you like, we can also meet for lunch.]. In the meantime, please let me know if you need directions, have any questions about our facility, [in the case of a new employee who is relocating geographically (the geographic area and resources)], or any other issues related to your first day. You can reach me via email or telephone at [Email and Telephone Contact Information]. Our relationship will not end on your first day. As your sponsor, I will continue to serve as a resource for you over the first few weeks.

Again, welcome to [Organization (Directorate/Division/Branch/Section, as appropriate) Name]. I look forward to meeting and working with you.

Best regards,

[Sponsor Name]

[Sponsor Title]