



VA Veteran Onboarding Program

Welcome Message Sample Email

Supervisor to New Hire

[Date]

Dear [NEW HIRE NAME],

On behalf of the Department of Veterans Affairs, I am pleased to welcome you to [ORGANIZATION]. Thank you for continuing to serve our nation by providing the highest quality of care to Veterans and their families. As you prepare to join our team, I wanted to provide some details about your first day. On [DATE], please plan to arrive at [OFFICE LOCATION] at [TIME]. [Provide any parking/public transportation and building access instructions, as applicable.]

[ONSITE SPONSOR] will greet you when you arrive. [He/she] will serve as your onsite resource throughout the first month of employment, showing you the ropes and answering any questions you may have.

I encourage you to review the new Veteran employee resources on the *VA for Vets* website [LINK].

My staff and I are excited to have you join our team and want to ensure that you have the support you need to be successful. If you have any questions, please feel free to contact me at [PHONE] or [EMAIL] or [ONSITE SPONSOR] at [PHONE] or [EMAIL].

I look forward to seeing you on [START DATE].

Best,

[SUPERVISOR]



U.S. Department
of Veterans Affairs



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Supervisor to Onsite Sponsor

Dear [ONSITE SPONSOR],

On [DATE], [ORGANIZATION] will welcome a new Veteran hire, [NAME]. [He/she] will join our staff as [TITLE], supporting [PROJECT]. [Include most recent military/work experience, if applicable.]

As the nation's advocate for Veterans, VA looks to ensure that [NAME] transitions smoothly to [his/her] new position and the Department. Thanks to your experience and upbeat attitude, you have been selected to serve as [NAME]'s onsite sponsor and work with [him/her] during the first month of employment. You will:

- Welcome [NAME] on [his/her] first day.
- Introduce [him/her] to our staff.
- Provide basic information about our facility.
- Answer questions.

Begin reviewing the resources for onsite sponsors on the *VA for Vets* website [LINK] to prepare for [NAME]'s arrival. Complete each activity on the Onboarding Veterans and Military Service Members Checklist for Onsite Sponsors.

If you have any questions or would like to discuss how to welcome [NAME] on [his/her] first day, please let me know.

Best,

[SUPERVISOR]





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Supervisor to Staff

Dear [STAFF/TEAM/DEPARTMENT MEMBERS],

I am delighted to announce that [NAME] is joining our organization as [JOB TITLE] in [name/unit/branch]. [Insert brief background history of new hire.] Please do everything you can to make [him/her] feel welcome.

During the onboarding process, [ONSITE SPONSOR NAME] will be assigned as onsite sponsor. Many of you will be supporting [ONSITE SPONSOR NAME] in helping [NAME] become another productive member of our team.

Please make a point of welcoming [NAME] to our [team/branch/unit] on [his/her] first day, [DATE].

Best,

[SUPERVISOR]

