



VA Veterans Onboarding Program

Welcome Message Sample Email

Onsite Sponsor to New Hire

Dear [NEW HIRE],

Welcome to [ORGANIZATION]. My name is [SPONSOR NAME] and I will serve as your onsite resource for the first month of employment, answering your questions and helping you become comfortable with your new working environment.

On the first day I will meet you at [SITE-SPECIFIC LOCATION, LIKE FRONT DOOR, SECURITY GATE, PARKING, ETC.] on [OFFICE ADDRESS/LOCATION] at [TIME] and escort you to the orientation. [Provide parking/public transportation and building access instructions.]

After orientation, I will meet you and give you a tour of the facility, make sure you are comfortable in your office space and introduce you to some of the staff.

I'm really looking forward to meeting you and providing you with any help you may need to be successful at [ORGANIZATION]. If you have any questions, please contact me at [PHONE] or [EMAIL]. I look forward to seeing you on [START DATE].

Best,

[ONSITE SPONSOR NAME]

cc: [SUPERVISOR NAME]