



## VA Veterans Onboarding Program

### Welcome Message Sample Email

#### Supervisor to New Hire

[Date]

Dear [NEW HIRE NAME],

On behalf of the Department of Veteran 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]