



## VA Veterans Onboarding Program

### Welcome Message Sample Email

#### 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]