



Veterans As Mentors (VAMs)

Respond to a Mentoring Request or Assignment Welcome Message Template

You should contact the mentee within one week of receiving a mentoring request or being assigned a mentee. Whether you contact the mentee by email, phone, or in person, your message should include a:

- Welcome to the Department of Veterans Affairs (VA).
- Brief description of what you do for VA and how long you have worked at VA.
- Request to set up a meeting.

You may use or customize the following template to create your message to your mentee.

Hi [NEW HIRE],

Welcome to the Department of Veterans Affairs!

As your Veteran mentor, I am excited to share my VA experiences and perspectives with you while you acclimate to your new position at VA.

Let me tell you a little about myself. [BACKGROUND ON MILITARY SERVICE AND VA CAREER]

I would like to set up a [MEETING – phone, online, in person] with you to answer any questions you may have.

I'm looking forward to working with you!

Best,

[MENTOR]