SAMPLE WELCOME ABOARD LETTER FROM COMMANDING OFFICER

Date

Dear

Welcome aboard. I am pleased to have you coming aboard. The command is located in \_\_\_\_\_\_\_. You will be assigned to the Department as the in the \_\_\_\_\_\_\_\_\_\_ (Branch/Division).

The \_\_\_\_\_\_ Department is responsible for policy and implementation of many "people" programs in the Navy and consists of several special assistants and six divisions, which are supported by a staff of over 300 personnel. These responsibilities include Personal Excellence and Partnerships; Physical Readiness; Navy Drug and Alcohol Programs; Equal Opportunity; Casualty Assistance and Retired Affairs; Navy Music Program; Morale, Welfare, and Recreational Services; and Personal, Family and Community Support. As you can see, we cover a wide variety of programs that affect virtually all Sailors at some time during their careers. I know you will find your tour in the \_\_\_\_\_\_\_\_\_\_ Department to be challenging, informative, 'and rewarding. Our command 's Web site can be accessed at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Your sponsor is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Please let your sponsor know when you will be reporting aboard. For any questions you may have about living and working in this area, contact your sponsor at COMM/DSN \_\_\_\_\_\_\_\_\_. Also, my Command Master Chief \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is available at ( ) and our Command Ombudsman may be reached at ( ) for assistance.

Again, welcome aboard! I am very pleased that you are joining our team and look forward to meeting you.

Sincerely,