

## 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,