

WELCOME LETTER

- a. The supervisor must send a welcome letter within 5 days of being notified about a new employee. This is a sample welcome letter to the new employee about his or her sponsor.
- b. The sponsor must contact the incoming employee by letter or e-mail within 72 hours after being notified of sponsor duties. The sponsor must send the incoming employee a follow-up welcome letter and welcome packet within 10 calendar days after the initial contact.
- c. Depending on whether the incoming employee is new to the Army, IMCOM-Europe, or living overseas, sponsors may want to provide additional information and enclosures.



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
EUROPE REGION
UNIT 29353, BOX 200
APO AE 09014-0200

Date

Name
Address
City, State, ZIP

Dear *Name*

On behalf of the Soldiers, civilian employees, and Family members of the United States Army Installation Management Command, Europe Region (IMCOM-Europe), I welcome you to the IMCOM-Europe Family. I have assigned (*full name*) as your sponsor. *He/She* will assist you during your transition and answer any questions you may have about your new assignment and IMCOM-Europe.

(*Sponsor's name*) will contact you before your arrival to help you and answer any questions you may have. You can reach your sponsor at civilian 011-49-XXXXX-XXXX or DSN (314) XXX-XXXX, or e-mail: *sponsor.name@eur.army.mil*. Once you arrive, your sponsor will help you with local transportation, walk you through inprocessing, help set up any required appointments, and introduce you to your chain of command and coworkers.

Your assignment as a member of the IMCOM-Europe team will be professionally and personally challenging and rewarding. We have a vital mission in the Army to provide for the equitable, effective, and efficient management of Army installations in Europe. Our role is essential to supporting the Army's mission readiness and execution. We do this by ensuring Soldiers, civilian employees, and Family members have the best quality of life we can provide, and by improving the Army's infrastructure and preserving our Nation's environment.

We look forward to your arrival and want to do everything possible to help you in your new assignment.

Sincerely,

Supervisor's Signature Block