

**EXAMPLE WELCOME LETTER FROM COMMANDER
TO NEW GUARD MEMBER**

(unit letterhead)

(Office Identification)

DATE

MEMORANDUM FOR (enter new Guard member's name and address)

SUBJECT: Welcome Letter

1. Welcome to the (enter unit's name). We would like to not only welcome you, but inform you about the unit's mission and history, and about the Family Program that exists within the unit.
2. (Customize this paragraph to explain the unit's mission and history).
3. This unit has a Family Program to provide families with information about benefits, an opportunity to get to know other military families, and to provide assistance to families in need. The Program serves not only married service members, but single service members and their parents and significant others as well.
4. The lead volunteer for our Family Readiness Group (FRG) is (enter name and phone number). Please ensure that this information is shared with your family as the FRG serves as a vital link between the unit and its families during peacetime and deployments. Perhaps your family would like to volunteer with the unit's Program, learning and working with other families within the unit to educate and inform the unit's families.
5. Once again welcome to the (enter unit's name). You and your family are extremely important to this unit and its success.

(Commander's Signature Block)