

Welcome Back letter Template

Dear **(Insert Military Servicemember name)**,

On behalf of your colleagues at the Department of Veterans Affairs (VA), I want to formally welcome you back and thank you for your service. We truly appreciate the sacrifices you have made to help keep our country safe.

VA created the *VA for Vets* program to support our National Guard and Reserve members before, during and after military service.

Throughout the reintegration process, I will be working closely with **(insert HR Professional name)**. I encourage you to access the *VA for Vets* program resources as you transition back into your VA career.

The *VA for Vets* website (<http://www.VAforVets.VA.gov>) provides specific guidance on reintegration, including information about benefits, leave, the Uniformed Services Employment and Reemployment Rights Act (USERRA) and much more. If you are looking for additional support during any part of the transition process, you can reach out to your local Regional Manager. **(Insert D&R regional map)**

If you have any questions or concerns upon your return, please feel free to contact me, your local regional manager or **(insert HR professional name)**.

Thank you again for your service to our country and to VA. Welcome home.

Sincerely,

(Insert your name)