

Welcome Aboard Letter Example

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Dear \_\_\_\_\_,

Welcome aboard. I have received notification of your orders assigning you to the Naval Medical Research Unit San Antonio (NAMRU-SA), San Antonio, Texas and it is with great pleasure that I welcome you to the Command.

The command was established on 6 May 2009 in response to the 2005 BRAC recommendations to relocate dental, combat casualty care and the directed energy bioeffects programs to Fort Sam Houston, San Antonio, TX. Our mission is to conduct medical, dental, and directed energy biomedical research, which focuses on ways to enhance the health, safety, performance, and operational readiness of Navy and Marine Corps personnel and addresses their emergent medical and dental problems in routine and combat operations.

Our team is staffed with dedicated scientists, technicians and administrative support personnel who conduct a wide range of biomedical research. This includes studies on radiofrequency radiation, optical radiation, resuscitative medicine, trauma medicine, expeditionary medicine, dental applied clinical science, dental applied laboratory science and dental materials and equipment programs.

The command's manpower complement is made up of medical, dental and medical service corps officers, civilians, and contractor personnel. We work closely with our Army and Air Force counterparts, so you will have the unique and challenging opportunity of working in a tri-service environment.

The enclosed Fact Sheet provides additional information on the mission of NAMRU-SA.

\_\_\_\_\_ will be your sponsor and will be available to answer your questions or assist with any specific needs to make your transition to San Antonio as smooth as possible. \_\_\_\_\_ can be reached at DSN 429-\_\_\_\_, (210)916-\_\_\_\_ or via email \_\_\_\_\_ at \_\_\_\_\_@amedd.army.mil. Please keep your sponsor informed

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regarding your report date and contact information during your move so we are properly prepared for your arrival.

Again, welcome aboard! I sincerely hope your tour of duty at the Naval Medical Research Unit San Antonio will be personally and professionally rewarding.

Captain, United States Navy  
Commanding Officer