

**Sample Letter for New Faculty
CCA/CTA/NEA**

Type a letter on your official association letterhead. Handwrite notes on your own cards. Make sure spelling and grammar are perfect.

Dear (Person's first name)

On behalf of the members of the _____ Faculty Association, I want to welcome you to the education profession and the _____ College faculty!

_____ is an affiliate of the Community College Association, the California Teachers Association and the National Education Association. We are not three separate organizations, as the names might imply. Actually we're a unified, professional family working for the betterment of the education profession, students, and community colleges.

We are very proud of the accomplishments we have made over the years, and there is much yet to be done. So, we look forward to your active involvement in the Association throughout your career in education. But first, we want to help you get started here at _____ Community College with some important information and with our full support for a successful first year.

(Insert info on your new employee function)

Please give me a call at (your phone number) or call (person in charge of new faculty function) at (phone number) to let us know if you will be able to join us. If you can't be there, we'll try to make other arrangements to meet you and get Association materials to you.

Welcome again to our faculty. I look forward to seeing you on (day of function)!

Sincerely,

(Sign your first name and type your full name, Association title, and department)