

**State Welcome Letter Instructions:** *New Members*

This letter template was created for you to send to your new members. We encourage you to customize the letters for your particular needs.

Step 1: Replace the ENA logo with your state ENA logo

Step 2: The words highlighted in red brackets are for you to customize

Step 3: Make sure to include a link to your state website

Step 4: Also include contact information for someone they can reach out to with questions

Other Membership Letter Templates:

* *Membership Renewal Reminder – Reminder for members who are about to expire*
* *Lapsed Member Communication – Reaching out to members who have let their membership lapse and giving them an opportunity to rejoin*
* *Welcome Letter for Rejoining Members – Welcoming rejoining members back to ENA*

[NEW MEMBER WELCOME LETTER TEMPLATE]



{Replace ENA Logo with State ENA Logo}

{Date}

Dear {New Member Name},

It is a pleasure to welcome you to your {State} Council of the Emergency Nurses Association. Our state goals reflect those of the national organization--to bring you quality education, the opportunity to advocate for issues important to emergency nurses, and to give you a framework of support and interaction. A new member recently said, “I went to my first ENA state council meeting and it changed my life forever!” The energy and passion to help one another provide excellent patient care is felt throughout our meetings, courses, and activities.

There are many ways to get involved and obtain the greatest value from your ENA membership at the state level. We encourage you to attend local meetings and to share your expertise on a state committee. Topics range from public safety and injury prevention, to trauma education, to pediatric and geriatric education, to membership, to finance and communication, and to government affairs. Our state council also provides scholarships for promoting the future of emergency nursing. There are many opportunities for leadership and professional development in your {State} ENA. {customize this paragraph based on state specific planned activities/benefits}

Please take a few minutes to visit our {State} Council website at {link to website}. And feel free to contact us if you have any questions.
 {State Council Contact Information}

Lastly, as an ENA Member you will receive the *ENA Connection* magazine, the *Journal of Emergency Nursing*, access to free CE and other exclusive member benefits including ENA University, an all-inclusive hub for emergency nursing education and savings for members on name brand retailers.

Once again, welcome to the {State} ENA! We look forward to getting to know you!

Sincerely,

{State} ENA President