

****SAMPLE LETTER OF WELCOME****

Date

Dear :

The officers of the _____ Chapter of NAON welcome you as a new member of the National Association of Orthopaedic Nurses! Among the benefits you receive as a member of NAON is an affiliation with a local Chapter that will enable you to network with other orthopaedic nursing professionals.

Our officers for this year of the (name of Chapter) are:

(NAME, ADDRESS, PHONE # AND EMAIL OF EACH OFFICER)

Please feel free to contact us at any time!

Our Chapter is active in _____ (city). We would be delighted if you would join us at our meetings so that we can meet you and add your expertise to our pool of resources. We offer continuing education programs and a continuous update on issues facing our Association and orthopaedic nursing practice. I have included a copy of our Chapter's scheduled events for the year.

I invite you to attend our next meeting on _____ (date). NAON, through its Chapters, can enhance your professional development and leadership. I think you will find, as I have, that involvement with a professional nursing association such as ours can be very exciting and rewarding.

We hope to see you soon!

Sincerely,

PRESIDENT

CHAPTER OF NAON
ADDRESS
TELEPHONE NUMBER
EMAIL