Below is a template email you can use to welcome new joiners to your branch – feel free to personalise it or copy, paste and edit the below (NB. Any content in *italics* needs to be replaced or removed) -

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Hello!

I am the *[role]* for *[branch name]*, your Prospect branch. Welcome to Prospect, thank you for joining us.

*[Here you could mention:*

* *Something personal about your relationship to Prospect such as how long you’ve been a member, or why you think it’s so important that people join;*
* *Any branch-specific initiatives or resources that you have for new members e.g. a local Facebook or LinkedIn group, an e-branch site etc]*

[A full list of member benefits can be found here](https://members.prospect.org.uk/member-benefits/index): this is well worth a visit to ensure you get the most out of your membership (you will need to log into your Prospect membership account to access this information).

You’re now part of a union with more than 155,000 members who work across a range of cutting-edge industries. We hope you soon feel the benefit of being part of our growing community of professionals.

If you would like to get involved in helping the branch, we would love to hear from you.

*[Here you could mention where and how often the branch meets and encourage the reader to join.]*

If you would like to discuss growing the union in your workplace, then please contact *[name and contact details]* who is [*their role]*.

The branch committee details are below for your information:

*[Include branch committee details.]*

We hope you never need the unions case or legal services but if you do then please contact our helpdesk on 0300 600 1878 or [use the contact details here](https://prospect.org.uk/contact-us/).

Best wishes,

*[Your name and contact details.]*