*Sponsor Letter*

Our newest colleague,

We are excited to have you on board and look forward to all of the great things you will do as a member of the [Organization Name] team.

[Organization Name] is a strong supporter of training to help keep your skills current, which helps our organization grow and become a better place to work. We believe some of the most important skills employees can have are communication and leadership.

One of the best places to develop communications and leadership skills is through Toastmasters. Toastmaster clubs provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth. Clubs provide materials and mentors to help you along your journey.

To find out if Toastmasters may be for you, answer these questions:

*Will you be presenting information to a team, customers or as part of an industry event?*

*Will you be leading teams or projects?*

*Will you be talking to colleagues, business partners, customers or vendors?*

If you answered “yes” to any of the above questions, then Toastmasters can help you become a more polished presenter, a stronger leader and a better communicator.

We believe so strongly in the Toastmasters educational program that we started a Toastmasters club for our company. The club meets [date, time, location]. **The best part – we will cover your membership dues for this training opportunity!**

I hope you consider going to a meeting and seeing first-hand what Toastmasters is all about. There is no cost to visit, and you may find a training avenue that will help you in both your professional and personal life.

Again, welcome!

[signature of sponsor]

[title of sponsor]