Dear [Applicant's Name],

Congratulations! We are thrilled to inform you that you have been accepted into [Company Name]’s upcoming HBA Ambassador Program. Your dedication and enthusiasm have truly stood out, and we are excited to have you on board.

As we embark on this journey together, please be sure to:

* **Mark your Calendar:** The official launch of the program will take place on [Launch Date] at [Launch Time] in [Launch Location].
* **Inform your manager:** Please take a moment to notify your manager of your acceptance into the program and reaffirm your commitment. This step ensures their support and understanding of your participation and incorporation into your individual development plan. [Here is a template](https://globalambassadorprogram.knowledgeowl.com/home/hba-ambassador-letter-to-manager) you are welcome to use.
* **Complete the steps below to kick off your participation prior to our program launch:**

**STEP 1: Register** **for our HBA Ambassador Program cohort** **now**

Please click here to access our program’s registration page. Select the +Join button, then click ‘Save’ and you’re done! This step will ensure you have access to all facets of the Ambassador Program through the HBA.

* Please note: you will need to be logged into your HBA profile to register. When logged in, also verify your HBA membership status or join/renew your membership.
* [Click here](https://dyzz9obi78pm5.cloudfront.net/app/image/id/65faeea4ee105b1b4f6966e8/n/hba-ambassador-program-cohort-registration-instructions.pdf) for helpful instructions to guide you through the process of membership verification and cohort registration.

**STEP 2: Complete your** [**HBA Ambassador Orientation**](https://globalambassadorprogram.knowledgeowl.com/home/ambassador-orientation) **prior to launch**

Set aside ~30 minutes prior to our program launch to [orient yourself](https://globalambassadorprogram.knowledgeowl.com/home/ambassador-orientation) to the HBA, the program, and your journey in it. **This is a requirement prior to launch** to ensure you have a solid understanding of the experience and are fully prepared to embark upon it. The orientation is broken into four short modules so you can review on your own time, at your own pace.

**STEP 3: Select your goals and complete your self-assessment no later than one-month post-launch**

Once you are oriented, return to your program registration page (see link in step 1) and **complete your Initial Assessment**. This will ask you to select your 2-3 goals that you’d like to achieve, and ask you to complete your self-assessment against each of HBA’s Leadership Capabilities so you can identify your growth areas. Please ensure your Initial Assessment is completed no later than one-month post-launch.

Once again, congratulations on your acceptance into our HBA Ambassador Program. We look forward to witnessing your growth and contributions within our community.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]