

# Acceptance Letter Template

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Please feel free to utilize and customize this Acceptance Letter template to inform selected Ambassadors. **PLEASE NOTE: it is critical to include information about how the Ambassadors should verify their membership and register for the cohort, as it will pre-empt the orientation and goal-setting process.**

The template includes congratulations text on acceptance as well as step-by-step instructions for **how to register for the cohort, orient themselves to the program and complete their self-assessment**

[TEMPLATE - Ambassador Acceptance Letter.docx](#) 

If you would care to develop your own acceptance email, please ensure to include instructions similar to the below to ensure Ambassadors register, orient and complete their self-assessment:

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

Please click here [\[LP1\]](#) 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 [\[LP2\]](#).
- [Click here](#) for helpful instructions to guide you through the process of membership verification and cohort registration.

## STEP 2: Complete your **HBA Ambassador Orientation** prior to launch

Set aside ~30 minutes prior to our program launch to **orient yourself** 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.

[\[LP1\]](#) *Link to unique cohort registration link, which can be found in your **Activation confirmation email***

[\[LP2\]](#) *If applicable: include HBA Corporate Partner designee or bulk membership purchase code so Ambassadors can easily join/renew their membership.*

