Dear [NEW MEMBER FIRST NAME]:

Thank you so much for joining [PGN NAME]! We’re so excited to have you on board and can’t wait to get to know and serve you.

We invite you to log in at [WEBSITE URL] to complete your membership profile with the following information:

Email: [EMAIL]

Password: [PASSWORD]

Once you log in, you’ll be able to access these exclusive, members-only resources!

[LIST TOP RESOURCES AVAILABLE IN MEMBER PORTAL]

To help you get involved, here are a few upcoming events we think you’ll enjoy. Attending our events is a great way to learn, meet other members and have fun!

[LIST UPCOMING EVENTS HERE]

In addition, we want to make sure you’re taking full advantage of all the membership benefits now available to you! Here are a few other things you can get started with right away:

[LIST PRIMARY MEMBERSHIP BENEFITS]

We’ll be following up next week with our full membership welcome package, so keep an eye out for that! Be sure to add this email address to your contact list to avoid missing out on any important messages and exclusive content!

Should you need any assistance or have questions about your membership at any time, please feel free to contact us at [PHONE NUMBER] or email us at [EMAIL ADDRESS].

Got everything you need? We still welcome you to reach out and let us know your thoughts on your experience so far!

Best of luck to you and thank you for being a part of our learning community.

[YOUR NAME]

[YOUR TITLE]