TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub**: Welcome letter to new employee

Dear Sam,

We are delighted to have you onboard, and we all welcome you to Brake free. You will be a great asset to us and we look forward to working with you.

We were greatly impressed by your technical knowledge of the field and the amount of experience under your belt is highly praiseworthy. We believe that we all can achieve more if we all move towards the goal as one single unit. In our firm, we treat ourselves with respect and communicate with each other. Now that you are one of us, we hope that you will keep the tradition alive.

We ask you to adhere to the timings and all the guidelines discussed with you earlier. We see a lot of potential in you and want you to work on yourselves and for the company.

Welcome Again, Sam.

Sincerely,

Edward Brooke

Manager

Brake free Ltd.