TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Welcome aboard letter.

Dear Homer,

Congratulations, and welcome to our team. You were our final choice of 2 applicants. We chose you because of your willingness to work with radioactive materials and your apparent lack of self-preservation instinct.

We’re looking forward to seeing you on Friday, April 1, at 6 am for your training.

When you arrive, ask for Lenny, who will be leading your training. Be sure to bring donuts and lunch.

Also, you’ll want to wear a tie and something that will be comfortable under a hazmat suit. During your first day, you can expect to handle nuclear materials, and be responsible for the safety and well-being of the entire population of Springfield.

Good luck!

Mr. Smithers