TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** New employee welcome

Dear **[Employee Name]**,

Welcome to work Tango! I’m so excited to have you join the team.

There’s a lot to learn in these first weeks, but I wanted to take a minute to start with the heart of the matter our company core values. At Work Tango, these values guide everything we do: Champion our passion. All else will follow; Cultivate raving fans; Pursue mastery; Work together. Tango together; Be 1000% you. They’re what makes work Tango. As you become part of the team, I’m excited about how they’ll shape your professional growth and experience, too.

You’ll find your employee handbook and the rest of your onboarding plan in your welcome packet. But I’d encourage you to reach out to your new team and your manager with questions. You are, after all, in good company.

Let’s hit the ground running!

Sincerely,

Patrick Manzo

Work Tango CEO