TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub**: Welcome letter

Dear **[employee name]**

I want to welcome you on behalf of**[name of your company]**. We are very excited that you have accepted our job offer. I hope you are as excited as we are to join our team in the position of**[new employee’s job title]**.

I am **[your name]**, and I work as **[your job title]** in **[name of your department]**. We met during your interview, and your responses impressed me. You can contact me if you have any questions about your position or company policies as your start date approaches.

I look forward to you joining us on**[new employee start date and time]**. When you arrive, **[instructions for the first day].** Please bring **[necessary materials or documents the new employee should bring]**.

Your coworkers are also eager to meet you. In your position, you’ll work most closely with**[current employee name or names]**, who are from**[their department or departments]**. In terms of management, you’ll be working under **[name of supervisor]**, who is the **[supervisor job title]** for**[their department]**.

Finally, I’d like to thank you for choosing to join our organization. I believe your [characteristic or skill] and [characteristic or skill] will make you a valuable asset to our team. I look forward to meeting you and helping you through the onboarding process.

Sincerely,

**[Your name]**

**[Your job title]**