**LETTER TO CONGRATULATE ON NEW JOB**

Subject: Welcome to our team

Dear Mr Kumar,

Congratulations and a hearty welcome to the Pune marketing team!

All of us on the marketing team just heard that you are joining us as our new creative director. We are honoured to work under you and look forward to learning from your vast experience in traditional and digital marketing. Your work at our Mumbai branch is an inspiration and one of your student talks inspired me to explore a career as a copywriter!

I work as chief editor of the copy team at the Pune department and will report directly to you. Please let me know if I can do anything to help with your transition into our team.

Congratulations again.

Sincerely,

Gopi Krishnan