Dear Evelyn,

I was thrilled to hear about your new job with the Yankee Company. I know it's been a long search to find the right position, but it seems like this is going to be a good match for your skills and experience.

I'm looking forward to hearing all about it soon! When you have settled in, I would love to take you out for a coffee to catch up on everything. Best of luck with your first days in the new position.

Fond Regards,

Josie