

Welcome Letter to the New Employee

To:

From:

Subject:

Dear ——— [Name],

Welcome!

As you have been told during the interview, I will be your manager in [Company Name]. I am very happy that you have decided to join us and will be assuming the position of [Job Title] in the company.

I am confident that someone with your skill and knowledge will be of great value to the company and we will achieve new heights working together. On your first day, we will sit together and discuss your roles and responsibilities in detail.

You will have a full day ahead, and everybody will make sure that you feel welcomed and comfortable right from the start. I hope you will be happy with your new role. I am keenly looking forward to meeting you.

Yours sincerely,
Your Name

