

# Welcome Letter to New Employee on First Day

Dear Arpita,

Welcome on board with ABC Company! This is your first day of work with us and we are very pleased to have you with us at the beginning of this new journey.

Our company believes in blooming of individual strength with a great focus on team spirit. We would encourage you to get to know your colleagues especially those in your department. The lead supervisor of your department is Mr. Ram Gupta (xxx-xxx-xxxx). You are advised to consult him in matters of any confusion or difficulty with your work and anything associated with it.

Our company has faced several odds to be where it is today. There was a time when we were just a team of five people from very different places trying to produce the same outcome out of our different aspirations. ABC Company is one where employees find their passion for helping our clients from various walks of life and find cherishing moments in being constructive pillars of society.

We are extremely delighted to have you in our team for your sharp capacities to deal with an audience and your great love to help individuals of society grow. We at ABCCompany shall try our best to help you realize and establish your goals to the fullest.

We hope you have a great learning and growing experience with us and lead to the company to greater heights.

With regards,

Yours sincerely,

Veer Singh

Manager