

Business Welcome Letter

To:

From:

Subject:

Dear —— [Name],

I, [Name] as the [Position] of [Company], would like to welcome you to our company and thank you for the opportunity personally. It is a tremendous honour to be able to work with an experienced company such as yours.

We are aware that you are capable of quite innovative sales strategies and would like you to handle that. We would also like to remind you that the agreed upon budget still needs to be followed. Everything mentioned in the contract will be followed for the entire duration which one year.

In case of queries feel free to contact us on [Phone number]. We look forward to a fruitful business partnership with you.

Sincerely,
Your Name

