Onboarding Welcome Email

From,
Forrest Ray
191-103 Integer Rd.
Corona New Mexico 08219
(404) 960-3807

22-11-2018

To,
Hiroko Potter
P.O. Box 887 2508 Dolor. Av.
Muskegon KY 12482

Subject: (**********)

Dear Hiroko Potter,

Please accept our warmest congratulations on joining [Company.] We are glad to have you on board with us.We're thrilled you are joining our team and will have the opportunity to bring your talent and skills to the work we have here. On your first day at work, remember to be on time at 09.00 AM. Please ensure you carry your security card with you.

If you have any concerns or queries, feel free to reach the HR personnel at [email ID.]

Sincerely,
Your SIgnature
Forrest Ray
Forrest Ray

BEST
LETTER TEMPLATE