

Welcome Email to New Employee

From,
Keefe Sellers
347-7666 Iaculis St.
Woodruff SC 49854
(468) 353-2641

12-05-2016

To,
Melvin Porter
P.O. Box 132 1599 Curabitur Rd.
Bandera South Dakota 45149

Subject: (*****)

Dear Melvin Porter

Please accept our warmest Congratulations on joining our team. We are pleased you have accepted our offer and are eager to work with you.

We are confident that someone with your talent and skills will be a great addition to our company. On the first day, you will then be signing your contract and other documents. We will organize an orientation session in the conference call to introduce you to your teammates. Once you're settled in, we will set up your accounts, phone, and computer. Please note our dress code is formal.

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

Sincerely,
Your Signature
Keefe Sellers

