

Welcome Email to New Hire

From,
Hedy Greene
Ap #696-3279 Viverra. Avenue
Latrobe DE 38100
(608) 265-2215

12-05-2016

To,
Aaron Hawkins
5587 Nunc. Avenue
Erie Rhode Island 24975

Subject: (*****)

Dear Aaron Hawkins,

Welcome to [Company]! We are pleased that you will be joining our team and look forward to getting to know you. Our HR personnel will give you an orientation on your first day at work. She will also give you a tour of our facility so you can meet your co-workers. Please note our dress code is casual.

In case of any doubts, please reach us at [email ID.] We hope you are able to find yourself comfortable in your new work environment.

Sincerely,
(Your Signature)
Hedy Greene

