

Dear Anirban

SE155

Design

Web Developer ,

We are all really excited to welcome you to our team!

At Sketch, we care about giving our team members everything they need to perform their best. As you will notice, we have prepared your workstation with all necessary equipment. Our team will help you setup your computer, software and online accounts on your first day.

We've planned your first days to help you settle in properly. For your first week, we have also planned a few training sessions to give you a better understanding of our company and operations. As you have joined as a Content Writer ,These will be explained to you by your reporting manager

Our team is excited to meet you and look forward to introducing themselves to you during the day.

Employee HandBook has been attached with this email. If you have any questions please feel free to email or meet me and I'll be more than happy to help you.

We are looking forward to working with you and seeing you achieve great things!

THANKS & REGARDS

PARISHMITA SAHA

HR DEPARTMENT

Payroll

***Address : Flat no 9,Minerva Garden
India,Westbengal,Kolkata,700104***