## **New Employee Welcome Letter**

Date: \_Date

Dear [Employee\_Name],

Welcome to [Company\_Name] and the [department\_name] team! I am pleased you are joining us as a [job\_title]. As you might imagine, your role is crucial in helping us both meet and maintain the goals of our department and our company as a whole. I’m certain your [skill set, unique experience, recent education, etc.] will support you within your new professional endeavor.

Enclosed you will find the final documents and access links necessary to complete the rest of your onboarding process. Please complete these by [July, 20.7.2023].

We are all here to support you as you transition into your new role. Do not hesitate to call on any of us should you have questions or comments.

I’m looking forward to your success here at [Company\_Name].

Here’s to a wonderful partnership together!

Sincerely,

[Company\_Name]