logo

COMPANY NAME

**To,**

**Mr.ABC**

Dear (**New Employee Name):** I'd like to welcome you to **(Name of Company).** We are excited that you have accepted our job offer and agreed upon your start date. I trust that this letter finds you mutually excited about your new employment with (**Name of Company).**

As mention during the interviews, while your new position report to me I’d like to welcome you to the **(name of department)** on behalf all of the staff. Each of us will play a role to ensure you’re successful integration into the department

Your new team anticipates taking you out to lunch to get to know you and to make sure that you meet everyone with whom you will be working. Your meeting agenda, for the rest of your first day, will involve planning your orientation with me and setting some initial work goals so that you feel immediately productive in your new role.

I anticipate that your second day will involve more coworker meetings to understand the department. You'll also have the opportunity to continue with your new employee orientation plan and your initial work for the department.

Again, welcome to the team. If you have questions prior to your start date, please call me at any time, or send me an email, if that is more convenient. We look forward to having you come on board.

Regards,

**Manager Name**

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