

Welcome Letter

From:

Name of Sender

Address of Sender

Date

To:

Name of Recipient

Address of Recipient

Dear [New Hire],

On behalf of [Company Name], I am pleased to welcome you to our team. We are excited to have you join us as a [position] and are confident that you will be a valuable addition to our organization.

To ensure a smooth transition, your first day and week will be spent with [HR representative] who will provide you with all the necessary information and resources to get started, including your login credentials and a tour of the office.

In the meantime, please review the new hire checklist and make sure you have completed all the necessary paperwork and documentation. If you have any questions about the checklist or your onboarding process, please don't hesitate to reach out to [HR representative/your manager].

We are looking forward to working with you and seeing all that you will achieve at [Company Name]. If there is anything we can do to make your transition seamless, please don't hesitate to let us know.

Sincerely,
[Your Name]

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