

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

Re: Welcome – to New Employee

Dear :

I am very excited to have you as a part of the {Name of Company} team. At {Name of Company}, we value our employees and attempt to make the most comfortable and productive work environment for them.

I want to welcome you to {Name of Company}. If you have any questions, please do not hesitate to ask.

Wishing you all the best of luck,

N A M E