

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: New Salesperson Follow-up Letter After First Meeting – To New Salesperson

Dear :

I would like to welcome you to {name of company}. Thank you for meeting with management on {date}. We believe that it is imperative that we have a meeting with all new salespersons to answer any questions or concern as part of the orientation. We feel that you will do a wonderful job as a salesperson. You seem to have a good grasp of the duties and an enthusiasm for the product. Combined with your previous customer service experience, you will excel in your position.

Once again thank you for your time. If you have any questions, please do not hesitate to contact us.

Sincerely,

N A M E