**Welcome a New Employee Letter**

To,

Fred Raymond

12-O, second floor,

Martha tower,

London

13th March 2011

Dear Mr. Raymond

Subject: Welcoming you to our company

This letter is to welcome you to our company ‘Greg and Mark solutions’. We are extremely proud and happy with the decision of hiring an employee as competent and experienced as you. We welcome you with heartiest warm wishes for a successful term at the workplace and at the job position of the junior marketing manager.

Our company is comprised of not only the IT solutions we offer but also of employees who work hard towards the success. We believe that each new employee must be accepted and efforts must be made to make him comfortable so that he can give his best performance. We hope that you can contribute to the reputation and would dedicate him to the duties and responsibilities.

Best of luck!

Yours faithfully

Mark Aniston