[Senders Name]  
[Address line 1]  
[Address line 2]  
[State, ZIP Code]

Sample Letter to welcome a new Employee

[Letter Date]

[Recipients Name]  
[Address line 1]  
[Address line 2]  
[State, ZIP Code]  
  
  
**[Subject: Normally bold, summarizes the intention of the letter] -Optional-**  
  
  
Dear [Recipients Name],

Welcome aboard! We are very happy that you have finally decided to join Rainbow Corp. as a Production Planner. We are confident that your expertise and dedication can contribute significantly to the company.   
  
You will have your employee orientation on Friday next week with our human resources personnel. She will discuss with you in detail our organizational chart, the products and services of the company, employee benefits, and details of your job. She will also give you a tour around the office so you would get to know the other employees.   
  
Once again, a warm welcome to you and we hope you have a good "stay”.

Sincerely,   
  
[Senders Name]  
[Senders Title] –Optional-

[Enclosures: number] -Optional-   
  
cc: [Name of copy recipient] –Optional-