**Welcome Letter**

To

James Charles

Charted Accountant

Thomas Infrastructure Ltd.

75 Vivian Road,

Prescient, London, UK

27th November 2011

Subject: Welcome wishes to the new office.

Dear James

I have written this letter to congratulate you on the appointment. I welcome you to the office on behalf of all of your future colleagues. We assure you a healthy and enjoyable working environment.

We at the office believe in working as a team rather than competitive individuals. Our main aim is to make the ventures of the firm a success. Hope you will find the office comfortable and suitable as all of your expectations.

If you find yourself in some sort of trouble because of unfamiliarity with the office and work, feel free to ask any of your colleagues. I’m sure everybody will be helpful. Hope to see you soon.

Yours sincerely

Karen Starkey

Head of the Department

Accounts and Finance

Thomas Infrastructure Ltd.

Westminster,

London, UK.