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

**Welcome a new Employee Sample Letter**

[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],

To everyone concerned:   
  
Our valued employee, Eve Miller, has just recently accepted a job offer from the Customer Relationship Management department. She will now supervise a group of customer service executives handling domestic and international clients.   
  
Eve has been such a great asset to our department. Considering her skills, charisma, educational attainment and professional achievements, one can say that she really was the driving force in her previous team. She has displayed the traits of employee dedication, leadership by example, hard work, and generosity in giving assistance and ideas when needed.   
  
Let us all join together in expressing our gratitude to Eve and send her off with hopes for more success and fulfillment of her career goals

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

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