**Welcome Letter Template**

To

Name [write the name of the person who is being welcomed]

Designation [write the designation of the recipient]

Address [write the address of the recipient]

Date [mention the date of sending the letter]

Subject: [describe the subject of the letter as precisely as possible]

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_ [write appropriate salutation and a suitable title for the recipient]

I \_\_\_\_\_\_\_\_\_\_\_\_\_ [write the name of the sender], the \_\_\_\_\_\_\_\_\_\_\_\_\_ [write the designation/ job profile of sender], at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [name the firm/ company], would like to welcome you to our company on behalf of the entire office staff. You have been appointed as the \_\_\_\_\_\_\_\_\_\_\_\_\_ [mention the designation of the recipient] at the office, and we assure you a pleasant working environment.

If you need any type of help, please feel free to contact me at my number \_\_\_\_\_\_\_\_\_\_\_\_ [provide the number]

With regards

Name [write the name of the sender]

Job profile [mention the designation of the sender]

Address [write the name of the company and the official address of the sender]