**Welcome Letter Example**

To

Kathy Barns

74 Prescient,

Fifth Avenue,

London, UK.

13th November 2011

Subject: Welcoming to the new work place.

Dear Kathy

We have written this letter to congratulate you on being appointed the new manager for the sales department of our firm. We found you extremely suitable for this job as per your qualifications and experience. The job profile and description has been provided to you.

We are obliged to welcome you to work with us at our office. The working environment is very professional but at the same time is very peaceful. We operate as one team not separate departments with prime goal of making each of the firms venture a success.

Hope you will also work to the best of your capabilities for achieving this goal. Wishing you all the best for the future endeavors.

With regards

Steve Hobbs

Head of the Department

Sales and marketing

Louis Pvt. Ltd.

London, UK.