**LETTER TEMPLATE**

**WELCOME LETTER**

**[Date]**

**[Candidate’s name]**

**[Candidate’s address]**

**Dear [Name],**

It is with immense pleasure that I welcome you to**[company/place].** We are very excited **[show the genuine excitement for welcoming the person].**

We were very happy **[state the reasons for welcoming the person. For eg- If you are welcoming a new employee insert praise for his resume/experience].**

We would like to tell you **[ give brief and clear information if necessary].**

We are looking forward to getting to know you better. **[Any other relevant information]**

Warm Regards,

**[Your Name]**

**[Your Title]**

**[Name of company, if applicable]**