**WELCOME LETTER TO A NEW BRANCH**

123 Business Rd.

Business City, NY 54321

123 Main Street,

Anytown, CA 12345

Dear Kris,

We are delighted to welcome you to our Branch.

We have gone through your reports and believe that you are a hard-working individual. We are pleased to have you in our branch. We believe that a lot of recruits will be able to learn from your experience.

You are to join the Brooklyn branch from 15th April. In case of any queries, call or email us.

Thank You.

Yours sincerely

Katie Winston

Branch Manager