**WELCOME LETTER TO NEW EMPLOYEE**

123 Business Rd.

Business City, NY 54321

123 Main Street,

Anytown, CA 12345

September 01,20XX

Dear Katie,

Welcome to Springfield World School. We are delighted to have you here.

We saw your report card and were impressed with your performance. We see you have an aptitude for science and mathematics. We have various clubs in our school as well that you can join as per your hobbies and interests. We are always glad to have students with varied interests join our school. Adhere to the school timings and rules.

Welcome Again.

Warm regards,

Pamela Shetty

Vice Principal

Springfield World School