[](https://goo.gl/Msd9JX)

**Welcome Letter to New Employee**

Dear [Employee Name],

Welcome to [Company Name] and the [department name] team! I am pleased you are joining us as a [job title]. Your role is crucial in meeting the goals of our department, and I’m certain your [skill set, unique experience, recent education, etc.] will prove to be a great asset to our continued success.

Please complete the enclosed documents or access the links provided to complete your onboarding documentation.

Your new team is here to support your transition. Please feel free to call on any of us to assist you. We look forward to your success at [Company Name].

Sincerely,

[Manager Name]

[Manager Title]