

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to announce that [Candidate's Name] has been selected for the position of [Job Title] at [Company/Organization Name]. [He/She/They] will officially begin [his/her/their] new role on [Start Date].

[Candidate's Name] brings a wealth of experience in [relevant experience or background], having previously [mention any notable achievements or roles]. We are confident that [he/she/they] will make significant contributions to our team and further our mission of [Company Mission/Goals].

Please join us in welcoming [Candidate's Name] to [Company/Organization Name]. We are excited to have [him/her/them] on board and look forward to the new dynamics and ideas [he/she/they] will bring.

If you have any questions or would like to extend your personal welcome, please feel free to reach out.

Best regards,

[Your Name]

[Your Title]

[Company/Organization Name]

[Contact Information]