

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Welcome to [Organization Name]! We are thrilled to have you join our team as a [Position Title]. Your skills and experience will undoubtedly contribute to our mission and success.

At [Organization Name], we value [mention core values or culture], and we are committed to fostering an inclusive and collaborative environment. We believe that your unique perspective will enhance our community.

To help you get started, please find enclosed the following information:

- An employee handbook outlining our policies and procedures
- Contact information for your onboarding coordinator
- A schedule for your first week

We look forward to supporting you on this journey and can't wait to see the great things you will achieve.

Once again, welcome aboard!

Best regards,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]