

# Welcome Letter to New Employee

Veer Singh  
Manager  
ABC Company  
New Delhi- 34657

April 7, 2018

To,  
Arpita Kumari  
Khan Road  
New Delhi- 37829

Dear Arpita,

Congratulation on being on board with ABC Company! Amongst a huge pool of candidates, we are pleased to announce that you were among our final candidates for your qualities of being diligent, spontaneous, commendable writing and speaking skills and also, a great spark of creativity which made you stand out.

Your first day with us would be April 20th, 2018 and the orientation programme shall be conducted on the same day at 11 am. You are expected to be in your formals. The day would mostly involve you being introduced to other members of your department. The orientation shall be designed to explain your tasks as per your post in the team. Miss Sonia shall be your supervisor for the day. You can get contact her on this number- xxx-xxx-xxxx.

You are advised to bring your own stationary to get any notes if required. You shall be assigned your desk and laptop on the same day after the orientation programme. You can bring your own lunch for the day or have refreshments from the canteen in the campus.

Looking ahead to a great journey together!

With regards,  
Veer Singh



**BEST LETTER  
TEMPLATE**

# Welcome Letter To New Employee From Manager

**David Wheelhouse**



## **Welcome Letter To New Employee From Manager:**

Delve into the emotional tapestry woven by Emotional Journey with in Dive into the Emotion of **Welcome Letter To New Employee From Manager** . This ebook, available for download in a PDF format ( Download in PDF: \*), is more than just words on a page; it is a journey of connection and profound emotion. Immerse yourself in narratives that tug at your heartstrings. Download now to experience the pulse of each page and let your emotions run wild.

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