

Heartfelt, Formal Letter

Subject: Warm Welcome to Our New Team Member

Dear [Employee Name],

We are thrilled to welcome you to [Company Name]! Your skills and experience in [field] will be a valuable addition to our team. We are excited to learn from your insights and collaborate on upcoming projects.

Please feel free to reach out to any team member for guidance or support. We are confident that your journey here will be rewarding and fulfilling.

Warm regards,

[Manager Name]

[Designation]

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