

Heartfelt Onboarding Welcome Letter

Subject: We're So Glad You're Here!

Dear [Employee Name],

It gives me great pleasure to welcome you to the [Company Name] family. Your decision to join us is truly appreciated, and I want you to know that your role here matters. Every member of our team contributes to our shared success, and I am excited to see how your talents and perspective will enrich our culture.

Beginning on [Start Date], you will embark on a journey with us where growth, learning, and collaboration are at the heart of everything we do. You will have the support of your colleagues and leaders every step of the way.

Once again, welcome aboard—we are so fortunate to have you.

Sincerely,

[Manager/Director Name]

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