

Official, Professional Welcome Letter

Subject: Welcome to [Company Name]

Dear [Colleague Name],

On behalf of the entire team at [Company Name], I would like to extend a warm welcome to you. We are excited to have you join us as [Position] and look forward to your contributions.

Please feel free to reach out to any team member for assistance during your onboarding process.

We are confident that your skills and experience will be a great addition to our organization.

Sincerely,

[Your Name]

[Your Position]

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