

Formal official document for regulated environments

Dear [Employee Name],

Welcome to [Company Name]. We are pleased to confirm your appointment as [Job Title], effective [Start Date]. As part of your onboarding, you will receive full access to company policies, codes of conduct, and compliance guidelines.

Your role is crucial to our continued success, and we trust that you will perform your responsibilities with professionalism and dedication. Please take time to review the enclosed materials and complete the required onboarding steps within the first week.

We look forward to a mutually rewarding working relationship.

Sincerely,

[Manager Name]

[Manager Title]

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