

Welcome Letter To New Employee

Welcome to [Company Name] Family!

We are happy to have you as the newest member of the team, I am confident that your immediate Department Head and new colleagues at work shall support you in being acquainted to the company and the rest of the members of the staff.

We are a dynamic organization and advocates excellence in everything that we do. With customer satisfaction through quality and service delivery as our primary motivation, the Management and staff continue to strive to achieve greater heights through teamwork and collaboration.

As a new member of the team, I am optimistic that your skills and potentials shall be an asset to the continual improvement endeavors of your department and the company as a whole.

To walk you through our ongoing journey towards service excellence, it is important that we provide you with a comprehensive orientation about the Group as an organization- our vision, mission, our way of life as an organization and specific policy guidelines, which shall help you in adapting to the working environment. Our Human Resources personnel and your Department Head shall provide you guidelines as regards to Corporate Orientation Program.

Enclosed is the On-boarding Program Training Manual that contains essential documents that you will need to familiarize yourself with the company. Welcome on-board!

Best Regards,

[Name]

Chief Executive Officer

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