Formal Welcome Letter Template

Subject: Welcome to the Team

Dear [Manager's Name],

On behalf of the entire team, I am delighted to welcome you as our new [Position] at [Company Name]. We are excited to work under your leadership and look forward to your vision and guidance.

Please feel free to reach out to any team member for assistance as you transition into your new role. We are confident that your experience and skills will make a positive impact on our organization.

Once again, welcome aboard, and we look forward to a successful journey together.

Sincerely,

[Your Name]

[Your Position]

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