

Preliminary Welcome Letter Template

Subject: Introduction and Welcome

Dear [Manager's Name],

As you step into your role as [Position] at [Company Name], we wanted to extend our warmest welcome. This letter serves as an introduction and an expression of our support as you transition into your new responsibilities.

Our team is excited to meet you and collaborate on the company's strategic goals. Please let us know how we can assist you during your initial days.

Sincerely,

[Your Name]

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