Official HR Welcome Letter Template

Subject: Welcome to [Company Name]

Dear [Manager's Name],

We are pleased to officially welcome you as the new [Position] in our organization. HR and your department have prepared an onboarding plan to ensure a smooth start.

Your induction sessions will begin on [Date], and all necessary resources and support will be available. We are confident that your leadership will contribute positively to our teamâ€™s success.

Welcome aboard!

Best regards,

[HR Representative Name]

[HR Department]

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