

## Welcome Letter Sample Format

[Date]

[Candidate's name]

[Candidate's address]

Dear [Name].

It is with immense pleasure that I welcome you to [company/place]. We are very excited [show the genuine excitement for welcoming the person].

We were very happy [state the reasons for welcoming the person. For eg- If you are welcoming a new employee insert praise for his resume/experience].

We would like to tell you I give brief and clear information if necessary].

We are looking forward to getting to know you better. [Any other relevant information]

Warm Regards,

[Your Name]

[Your Title]

[Name of company, if applicable]

# Welcome Letter To Ne Trustees

**Michael Seilmaier**

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