

Official and professional thank you letter to employee

Dear [Employee Name],

Subject: Welcome and Thank You for Accepting the Offer

We are delighted to officially welcome you to [Company Name]. We sincerely appreciate your acceptance of our job offer for the position of [Job Title] and are confident that your skills and experience will be a valuable addition to our team.

Thank you for choosing to join us, and we look forward to a long and successful partnership. Please do not hesitate to reach out if you need any assistance as you transition into your new role.

Warm regards,

[Manager Name]

[Designation]

[Company Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/job-acceptance-thank-you-letter-from-employer-to-employee>