

Formal welcome for new employee

Dear [Employee Name],

Welcome to [Company Name]! On behalf of the entire team, I am pleased to officially welcome you to our organization. We are delighted to have you on board and excited about the skills, ideas, and enthusiasm you will bring to your role as [Job Title].

In the coming days, you will meet your colleagues, get familiar with our systems, and settle into your new responsibilities. Please know that my door is always open if you have any questions, need clarification, or simply wish to talk about your progress.

We believe that you will make a valuable contribution, and we look forward to supporting your growth and success. Once again, welcome to the team—we are happy to have you with us.

Sincerely,

[Manager Name]

[Manager Position]

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