

Warm and personal message

Dear [Employee Name],

It gives me great joy to welcome you to [Company Name]. Starting a new chapter in your career is always significant, and I want you to know how valued you already are by our team.

We don't just see you as an employee—we see you as a part of our family. Your growth and well-being matter to us, and we are here to support you every step of the way.

We are excited about the talents you bring and the new perspectives you will share. Together, we will achieve great things, and I look forward to seeing you thrive in your new role.

Warm regards,

[Manager Name]

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