

Welcome to Our Team!

Dear [Employee Name],

We are excited to welcome you to [Company Name] as our new [Job Title]. As part of our commitment to ensuring a smooth onboarding process, we would like to offer you foreign language assistance to help you acclimate to your new role.

If you need support in [specify languages], we have resources available, including:

- Language training sessions with experienced instructors
- Access to language learning software
- Translation services for essential documents

Please feel free to reach out to [Contact Person's Name] at [Contact Person's Email] or [Contact Person's Phone Number] to discuss your needs and how we can best assist you.

We are looking forward to your contributions and are here to support you every step of the way.

Warm regards,

[Your Name]
[Your Job Title]
[Company Name]