

# Welcome Letter to [Hiring Manager's Name]

Dear [Hiring Manager's Name],

Welcome to [Company Name]! We are thrilled to have you join our team as the [Job Title]. Your expertise and experience will be invaluable to our organization.

On your first day, please feel free to reach out to me or any of your colleagues if you have questions or need assistance. We are here to support you as you settle in.

We have scheduled an informal team lunch at [Time and Location] to help you get acquainted with everyone. We hope you can join us!

Wishing you a wonderful start, and once again, welcome aboard!

Best Regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]