

Letter of Appreciation

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

I hope this message finds you well. We are thrilled to express our heartfelt appreciation for your decision to join our team at [Company Name]. Your skills and experience will undoubtedly contribute to our continued success.

We are also pleased to inform you about the joining bonus of [insert bonus amount] that you are entitled to upon your successful onboarding. This bonus reflects our confidence in your potential and our commitment to ensuring a rewarding experience for you as part of our organization.

Thank you once again for choosing to be a part of [Company Name]. We look forward to your contributions and wish you every success in your career here.

Warm regards,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]