

<today>

TO:<name>

FROM:<name>

SUBJECT:Your Recent Appointment to <company name>

Welcome to <company name>. I just want you to know that we are happy to have you join our company. Judging by the credentials you bring with you, we certainly stand to benefit from your talents. I feel sure you'll find your work--and your career at <company name>--stimulating and rewarding.

Sincerely,

<name>