

01 March 2020

To,
Mr. Shyam Modi
33, M.G. Road
Nr. Post Office
Pune, Maharashtra-400325
9876543210

Subject: Welcome Letter

Dear **Mr. Shyam Modi**,

Congratulations on being selected as _____ in our _____ department. This letter is to confirm your acceptance of our offer letter and welcome you on behalf of all our staff to our esteemed organization. With high hopes, we stretch our warm welcome to you.

You are expected to report the undersigned on _____ at _____; dress code – _____.

First, we will discuss your successful integration into our company and then you will be sent to H.R. Dept., where they will brief you with all the employment-related issues in detail.

Then your orientation will be started at _____. A detailed orientation schedule is enclosed herewith for your kind reference.

Again, welcome to the team. If you have any queries or questions prior to your reporting day, please feel free to email me at _____ or call me up on _____ as required. Hope to see you soon.

Thank you.

For,
ABC PQR Ltd.,

S.K. Venkatraman
Deputy Accounts Manager
Finance & Accounts Department

Encl: Copy of Orientation Schedule.