

[Date]

[Candidate Name]

[Address]

[City, State, Zip Code]

Dear [Candidate Name],

It is with great pleasure that we officially welcome you to [Company Name] as our new [Job Title]. We are thrilled to have a leader with your experience and vision joining our executive team.

Your appointment comes at a pivotal time for our organization. We are confident that your expertise in [Specific Skill/Industry] will be instrumental in driving our strategic goals and fostering continued growth. We look forward to the fresh perspective you will bring to our leadership discussions.

Your official start date will be [Start Date]. Over the coming weeks, [Name/Department] will reach out to coordinate your executive onboarding process, introduce you to your direct reports, and provide the necessary resources for a smooth transition.

If you have any questions prior to your arrival, please feel free to contact me directly at [Phone Number] or [Email Address].

Congratulations once again on your new role. We are excited to see the impact you will make at [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]