

[Date]

[Executive Name]

[Address Line 1]

[Address Line 2]

Dear [Executive Name],

On behalf of the Board of Directors and the entire team at [Company Name], it is my great pleasure to formally welcome you as our new [Job Title].

Your impressive track record in [Industry/Specialty] and your leadership approach make you the ideal choice to help guide our organization into its next phase of growth. We are confident that your expertise will be instrumental in achieving our strategic goals and fostering a culture of excellence.

Your official start date will be [Start Date]. Over the coming weeks, we have arranged a series of briefings and introductions to help you transition into your new role. [Name/Department] will be your primary point of contact for all administrative and onboarding requirements.

We are thrilled to have you join the leadership team and look forward to the vision and energy you will bring to [Company Name]. Welcome aboard!

Sincerely,

[Your Name]

[Your Title]

[Company Name]