

[Date]

[Candidate Name]
[Candidate Address]
[City, State, Zip Code]

Dear [Candidate Name],

On behalf of [Company Name], I am pleased to formally welcome you as our new [Job Title]. We are thrilled to have you join our executive leadership team.

Your appointment comes after an extensive search process, and we are confident that your expertise, vision, and leadership will be instrumental in driving the future success of our organization. We believe your background in [Specific Area of Expertise] makes you the ideal fit for this role.

Your official start date will be [Start Date]. Your primary office will be located at [Office Location/Remote]. Over the coming weeks, we will coordinate a comprehensive onboarding schedule to introduce you to our key stakeholders and strategic objectives.

If you have any immediate questions regarding your transition, please do not hesitate to reach out to [Contact Name] at [Phone Number] or [Email Address].

We look forward to the significant impact you will make here at [Company Name]. Congratulations once again on your new role.

Sincerely,

[Your Name]
[Your Title]
[Company Name]