

[Date]

[Candidate Name]

[Address Line 1]

[Address Line 2]

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 of your caliber joining our executive team.

Your extensive experience and proven track record in [Industry/Specialization] were key factors in our selection process. We are confident that your vision and leadership will play a pivotal role in driving our strategic goals and shaping the future of the organization.

Your official start date will be [Start Date]. On your first day, you will be met by [Name/Title] for a brief orientation and a formal introduction to the Board of Directors and your direct reports.

Over the coming weeks, we have scheduled a series of briefings to familiarize you with our current operations, long-term initiatives, and corporate culture. My office is available to assist you with any administrative requirements or relocation details to ensure your transition is seamless.

We look forward to the insight and innovation you will bring to [Company Name]. Welcome aboard.

Sincerely,

[Your Name]

[Your Title]

[Company Name]