

[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 were deeply impressed by your strategic vision and leadership experience. We are confident that your expertise will be instrumental in driving our company toward its next phase of growth and innovation. Your role will be vital in shaping our future success, and we look forward to the unique perspectives you bring to our executive team.

Your official start date is [Start Date]. On your first day, [Name/Department] will assist you with your executive onboarding and provide an overview of our current strategic initiatives. We are also planning a formal introduction with the Board of Directors and the leadership team during your first week.

If you have any questions before your arrival, please feel free to contact me directly.

We are thrilled to have you on board and look forward to achieving great things together.

Sincerely,

[Your Name]

[Your Title]

[Company Name]