

[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 the organization. We are confident that your expertise in [Key Skill/Industry] will be instrumental in driving our strategic initiatives and leading [Department/Division] to new heights.

Your official start date will be [Start Date]. On your first day, your schedule will include:

- [Time]: Meet and greet with the Board of Directors/CEO
- [Time]: Executive orientation and systems overview
- [Time]: Introductory luncheon with the senior leadership team

In the coming days, you will receive a separate communication regarding your executive onboarding package, including details on benefits, compensation structure, and necessary documentation.

We are excited about the future of [Company Name] with you on board. If you have any questions prior to your arrival, please feel free to contact [Contact Name] at [Phone Number/Email].

Welcome to the team.

Sincerely,

[Your Name]

[Your Title]

[Company Name]