[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: [NEW EMPLOYEE NAME] WELCOME TO [YOUR COMPANY NAME]!**

Dear [NEW EMPLOYEE NAME],

It is with great pleasure that I welcome you as a new employee to [YOUR COMPANY NAME]. I am very pleased that you have chosen to accept our offer of employment and know that this is the beginning of a mutually beneficial relationship.  
  
We encourage our personnel to take advantage of selected courses that are available in this vicinity in order to improve their [SPECIFY] skills and learn new skills in areas such as [SPECIFY]. Courses and corresponding registration dates are listed on the employee bulletin board for your review. If you decide to attend one of these courses, please advise your office manager, and he will make the necessary arrangements.  
  
Once again, welcome to [NAME OF FIRM].

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]