

Date: [Insert Date]

To: [Employee Name]

[Employee Address]

Subject: Welcome to [Agency Name]

Dear [Employee Name],

It is my great pleasure to welcome you to [Agency Name]. We are thrilled to have you join our team as our new [Job Title].

You have been chosen for this role because of your impressive skills and experience. I am confident that you will make significant contributions to our agency and help us continue to provide exceptional service to our clients. Our mission is [Insert Brief Mission Statement], and I look forward to seeing how your unique perspective helps us achieve our goals.

At [Agency Name], we pride ourselves on a culture of collaboration, innovation, and integrity. As you begin your journey with us, please know that our leadership team and your colleagues are here to support your success and professional growth.

I look forward to meeting you in person soon and seeing the great work you will do here. Welcome aboard!

Sincerely,

[President's Signature]

**[President's Name]**

President

[Agency Name]