

[Date]

[CEO's Full Name]
[Company Name]
[Company Address]

Dear [CEO's Last Name],

On behalf of the Board of Directors and the entire team at [Company Name], it is a pleasure to formally welcome you as our new Chief Executive Officer.

We are excited to have a leader with your experience and vision joining us. Your track record in [mention industry or specific achievement] makes us confident that you are the right person to lead this company into its next chapter of growth and innovation.

The team is eager to meet you and begin working under your guidance. We have scheduled a brief introductory meeting and tour for [Date/Time] to help you get settled and introduce you to the department heads.

Please let us know if there is anything you need as you transition into this role. We look forward to your leadership and the success we will achieve together.

Welcome to the team.

Sincerely,

[Your Name]
[Your Title]
[Company Name]