

[Date]

[Executive Name]

[Home Address]

[City, State, Zip Code]

Dear [Executive First Name],

It is with great pleasure that I welcome you to [Company Name] as our new [Job Title]. We are thrilled to have a leader of your caliber join our executive team.

Your impressive background in [Area of Expertise] and your proven track record of success made you the clear choice for this role. As we continue to grow and evolve, I am confident that your vision and leadership will be instrumental in driving our strategic initiatives and achieving our long-term goals.

During your first few weeks, we have arranged a series of briefings to introduce you to our current operations, key stakeholders, and departmental heads. My goal is to ensure you have all the resources and support necessary to make a seamless transition into your new position.

I look forward to working closely with you and hearing your fresh perspectives on how we can further strengthen [Company Name]'s position in the industry. Welcome aboard!

Sincerely,

[President Signature]

[President Name]

President

[Company Name]