

[Company Name]
[Department]
[Date]

To,
[Trainee Name]
[Address]

Subject: Official Welcome to the Graduate Trainee Program

Dear [Trainee Name],

On behalf of [Company Name], I am pleased to officially welcome you to our Graduate Trainee Program. We were highly impressed with your academic achievements and potential during the selection process, and we are excited to have you join our team.

Your first day will be [Start Date] at [Time]. Please report to [Location/Department] and ask for [Supervisor/Mentor Name], who will guide you through your initial orientation.

During this program, you will gain hands-on experience, participate in specialized training sessions, and work alongside industry professionals. Our goal is to provide you with the tools and mentorship necessary to build a successful career within our organization.

Please remember to bring the following documents on your first day:

- Government-issued ID
- Original academic certificates
- [Other Document]

We look forward to your contributions and wish you a productive and rewarding journey with us.

Welcome aboard!

Sincerely,

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