

[Date]

[Trainee Name]

[Address]

[City, State, Zip Code]

Dear [Trainee Name],

On behalf of the [Department Name], it is my pleasure to welcome you to our training program. We are excited to have you join the team and are committed to supporting your professional growth during your time with us.

Our department strives for excellence in [Specific Field/Industry], and we believe your background and skills will be a valuable asset to our current projects. During your training, you will have the opportunity to work closely with [Mentor/Supervisor Name] and engage in hands-on learning experiences designed to enhance your expertise.

Your first day will be [Start Date] at [Time]. Please report to [Location/Office Number] to begin your orientation. If you have any questions before your arrival, please feel free to contact [Contact Person] at [Phone Number/Email].

We look forward to your contributions and wish you a successful and rewarding training experience.

Sincerely,

[Signature]

[Department Head Name]

[Title]

[Department Name]