

[Director's Name]
[Director's Title]
[Organization Name]
[Date]

Dear [New HR Manager Name],

Welcome to [Organization Name]. It is a pleasure to have you join our team as our new Human Resources Manager. We are excited to bring your expertise and perspective to our leadership group.

The HR Manager role is vital to our success. I am confident that your background in [mention a specific skill or area] will greatly benefit our employees and help us achieve our organizational goals. My objective is to provide you with the support and resources you need to lead our HR department effectively.

Your first week will involve meeting with department heads and familiarizing yourself with our current internal processes. I have scheduled a meeting for us on [Day/Time] to discuss our strategic priorities for the coming year.

We are very glad to have you with us. I look forward to working closely with you to build a stronger workplace environment.

Sincerely,

[Director's Signature]

[Director's Name]