

[Date]

Dear [Name],

Welcome to [Company Name]! We are thrilled to have you join our leadership team as our new Chief People Officer.

Your expertise in strategic HR and organizational development comes at a pivotal time for our company. As we continue to grow, your vision for our culture, talent acquisition, and employee experience will be essential in shaping the future of our workforce.

In your role, you will report directly to [Name/Title] and oversee the entire Human Resources department. Your primary focus for the first 90 days will include [Brief Goal 1], [Brief Goal 2], and meeting with our global team members to understand our current landscape.

Your office is located at [Office Location/Remote Setup], and your first day will be [Start Date]. We have scheduled a series of introductory meetings and a strategic briefing to help you integrate smoothly into your new role.

We are confident that your leadership will inspire our teams and help [Company Name] remain a top employer of choice. We look forward to the impact you will make.

Welcome aboard!

Sincerely,

[Name]  
[Title/CEO]  
[Company Name]