

Tuesday, 08 March 2022

To,  
Mr. Shyam Modi  
33, M.G. Road  
Nr. Post Office  
Pune, Maharashtra-400325  
9876543210

**Subject: Welcome Letter**

Dear Mr. Shyam Modi,

Congratulations on being selected as \_\_\_\_\_ in our \_\_\_\_\_ department. This letter is to confirm your acceptance of our offer letter and welcome you on behalf of all our staff to our esteemed organization. With high hopes, we stretch our warm welcome to you.

You are expected to report the undersigned on \_\_\_\_\_ at \_\_\_\_\_; dress code – \_\_\_\_\_.

First, we will discuss your successful integration into our company and then you will be sent to H.R. Dept., where they will brief you with all the employment-related issues in detail.

Then your orientation will be started at \_\_\_\_\_. A detailed orientation schedule is enclosed herewith for your kind reference.

Again, welcome to the team. If you have any queries or questions prior to your reporting day, please feel free to email me at \_\_\_\_\_ or call me up on \_\_\_\_\_ as required. Hope to see you soon.

Thank you.

**For,  
Novelty Ltd.,**

**S.K. Venkatraman**  
**Deputy Accounts Manager**  
**Finance & Accounts Department**  
Encl: Copy of Orientation Schedule.