**Almotech Solutions**  
3761 Sunny Day Drive  
Los Angeles, CA 90017  
Tel. 714-804-0777  
www.almotechsolutions.com

Los Angeles, California.  
September 24, 2022.

**Anna Taylor**  
4691 Angie Drive  
Anaheim, CA 92805

Dear Ms. Anna,

Through this letter, I would like to welcome you to Almotech Solutions and the Sales team. We are very happy that you have decided to join us by assuming the position of Customer Service Manager. And we look forward to a positive employment relationship.

We are sure that they will soon feel comfortable in this new work environment, since your role is crucial to continue working for the goals of the Sales department and the growth of the entire company. As you already know, your first day on the team will be September 27, you can report to the offices from 8:30 a.m. At the reception, you will be given your credentials and guided to the Sales department section.

Before you begin your activities, I would like to sit down with you and discuss your responsibilities in detail. Then I will be able to introduce you to the rest of the team and update you on the projects we are working on.

Enclosed, you will find the remaining documents and access links for your onboarding process. Please complete these before your first day on September 27.

I look forward to offer you all the support you need, so do not hesitate to contact me. With our work team you would be capable of learning so much more, just like us, thanks to your valuable contribution.

Sincerely,

**David Rossi**  
Sales Manager  
Tel. 714-804-0777