**Nombre de la empresa**  
Dirección de la empresa  
Tel. 000-000-0000  
www.paginaweb.com

Ciudad/city, Estado/state.  
Mes/month 00, 20XX.

**NOMBRE del destinatario/recipient**  
Dirección del destinatario/recipient

Dear Mr./Mrs./Ms. NOMBRE,

Through this letter, I would like to welcome you to NOMBRE DE LA EMPRESA/company and the DEPARTAMENTO/department. We are very happy that you have decided to join us by assuming the position of CARGO/position. 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 DEPARTAMENTO/department and the growth of the entire company. As you already know, your first day on the team will be MES/month 00, you can report to the offices from 00:00 a.m. At the reception, you will be given your credentials and guided to the DEPARTAMENTO/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 MES/month 00.

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,

**NOMBRE del remitente/sender**  
CARGO/position  
Tel. 000-000-0000