

**(Your name)**

**(Your address)**

**(Your contact information)**

**(Date)(Name of the Recipient)**

**(Address of the Recipient)**

**(Contact Information of the Recipient)**

**Subject: Letter to Welcome to Brand Ambassador**

**Dear (Name of the Recipient),**

I am writing this letter to welcome you as a brand ambassador of (mention the name and details of the company). We admire your great skills happy to have you here. Due to your skills and work, we have always wanted you to be an important member of our company.

All our company members are looking forward to meeting you on (mention joining date), at the time (mention time).

We request to join the meeting of the given day as it's a big decision taken by the company. Also would like to request you to share your thought for the company's betterment. We invite you to join the lunch party on the given mentioned day, hope you will like it.

We once again happily invite you to our company and hope the company will gently rise towards success with your contribution.

For any queries or doubts, or services, feel free to contact me as I will be more than happy to help you.

We hope for the better best and better understanding in the future.

Thank you for your precious time and support to us.

**With regards,**

**(Hand-written Signature)**

**(Date)**

**(Notary or witness if required)**