[Mention the name of the sender]

[Mention the Address of the sender]

[Mention the contact information of the sender]

[Date]

[Mention the name of the recipient]

[Mention the address of the recipient]

[Mention the contact information of the recipient]

Subject- Letter to Welcome the Administrative Officer

Dear [Mention the name of the Recipient]

We the member of [mention the name of the company] are looking forward to having you join the company as our administrative officer. We are really grateful because you trusted others to start and flourish your career along with us.

As we have discussed with you before, during the interview, the managerial officers are very impressed with your thoughts and ideas about the developmental schemes for the company and thus want to recruit you for the betterment of the company.

As you are entering the world of [mention the name of the company] we expect you to know that we are a company which believes in committed services to our clients, thus you must adhere to that and make your department work likewise in the strict deadline.

For other provisions regarding job role, securities, leaves, and incentives kindly follow up with the documents attached with this letter.

Hope you have made yourself ready to join and understood all our norms and criteria, in case if you still have some doubts or queries, please make yourself comfortable with the human resource help desk, they will be ready to help you anytime, during the office hours.

Thank you so much. Hope to create a better relationship gradually.

With regards,

[Hand-Written Signature]

[Date]

[Notary or witness if required].