[Mention your name]

[Mention your designation]

[Name of the institution]

[Mention your address]

[Mention your contact information]

To,

[Mention name of the recipient]

[Mention the address of the recipient]

[Mention the contact information of the recipient]

Sub: Letter to Welcome Course Participants

Dear [Mention name of the recipient],

We are very happy and excited to have the opportunity to welcome you on behalf of our institution [Mention the name and details of the company] as our new member of the department of [Mention the details] from the day of [Mention the details] to pursue our course related to [Mention the details].

We are thrilled to have talented and well-behaved human beings like you in our organization. We are very happy to get you as our course participants in our department. We hope that after your admission, we will be achieving some beautiful memories and experiences together.

As we want to express our thanks to you for choosing us as your new institution for guiding you on this new path in your life. We all hope that by the end of this special course you will have a new appreciation and view of the subject and your new life.

We have attached our information booklet with this letter for your better understanding of us. Please feel free to contact us through [Mention the contact details] if you need any other information.

Thank you for your support, and hope for your better days with us.

With regards,

(Handwritten signature)

(Date)

(Notary or witness if required)