**(Your name)**

**(Your address)**

**(Your contact information)**

**(Date)**

**(Name of the Recipient)**

**(Address of the Recipient)**

**(Contact Information of the Recipient)**

**Sub: Welcome Letter to The New Boss**

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

This is simply a rapid note to inform you that our entire retail store (mention the name of the store) is excited about your choice to be given our company's offer and be a part of as a new boss to our department (mention the name of the department).

We couldn't be happier to welcome you to the office.

As we agreed, your first day (mention the day) on (mention the time) to the new job is on (mention the date). We will welcome you at, with a small ceremony.

On the first day, we can speak about your regular hours when you come in on the day. You will also meet your new peers, your subordinates, and different co-worker of the store (mention the store's name).

They will share some essential important points with you.

We additionally supply you with an overview of the modern scenario of the retail store. We will arrange an assembly one after the other with every co-worker to talk about the professional count at your office.

Also, we have put collectively a work agenda for your first week.

Our purpose used to be to orient you to both your new function and the company.

With this in mind, in addition to your higher understanding, we have requested other store heads (mention the name of the store) to work with you to furnish primary facts and the work tradition of the retail store.

She (mention the name) is skilled in all aspects of the job. You need to recognize the modern-day situation.

Additionally, we have set up a meeting agenda that will put you in contact with all of the departments (mention the department's name). You will want to understand the situation.

We've set up conferences with the personnel you want to meet. We'll have this timetable finalized when you arrive on the day (mention the date).

If you have questions, please feel free to e-mail or call me.

We look ahead to working with you.

Thank you,

**With regards,**

**(Hand-written Signature)**

**(Date)**

**(Notary or witness if required)**