[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 Strategic Planner

Dear [Mention the name of the Recipient]

Please accept this letter on behalf of the [mention the name of the company] as a letter to welcome you on board.

The selection committee has appointed you to be our new strategic planner for the [mention the name of the company].

We are happy to welcome you to our team and hope for establishing a professional and perfect bonding over time in the near future.

Please give us an opportunity to treat you with a nice lunch post work for a warm welcome and as well as for introducing you to our other members, staff, your new colleagues and the management department for your better understanding of the company provisions, expectations from the employees and you will also get answers to your doubts, if any, regarding the incentives and responsibilities in the company.

We further hope to grow mutually with each other's support and make the company see the colors of success in the near future.

We hope we have made it all clear to you till now, in case you have other doubts or queries, please feel free to let us know, we will be obliged and happy to help you out.

Thank you so much for choosing [mention the name of the company] to establish a career in your life.

With regards,

[Hand-Written Signature]

[Date]

[Notary or witness if required].