(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 the School Administrator

Dear (Name of the recipient),

Welcome to (mention the institution name and details). We are glad to hire you for the position of school administrator among all other candidates.

Your knowledge, expertise in the field, effective communication make you a perfect fit for this post. We hope you can add to the existing reputation and success of our institution.

We are anticipating seeing you on (mention the date) at (mention the time). The dress code is formal.

On your first day here, you will be given an office tour and will be introduced to everyone in the office with whom you will be sharing a working relationship.

We will ensure that you are able to fit in with the rest of your colleagues comfortably. A small welcome gift is prepared for you and you are cordially requested to accept it.

Working as the school administrator you should be able to manage the entire staff and facilities well and see to it that the institution runs smoothly. We are looking forward to welcoming you as a valuable addition to the team.

In case you need our assistance on anything or have any more questions regarding your job role prior to your arrival, please do not hesitate to give us a call. We will be happy to help.

Once again, welcome to the institution!

Thanking you

With best regards,

(Hand-written signature)

(Date)

(Notary or witness if required)