

[Mention the full name of the sender]

[Mention the address of the sender]

[Mention the contact information of the sender]

[Mention the relevant date]

[Mention the full name of the recipient]

[Mention the address of the recipient]

[Mention the contact information of the recipient]

Subject – Welcome Letter for Quality assurance engineer

Dear [mention the full name of the recipient],

We are pleased to inform you that you have been appointed as a Quality assurance engineer at [mention the full name of the entity] and you have to attend an orientation session of [mention the relevant number of hours]

hours on [mention the relevant date] to familiarise yourself with the working environment before joining the [mention the relevant entity type].

As a quality assurance engineer, your first responsibility will be to create quality standards based on your understanding of the business and continuously update and improve the

same to ensure that all the products produced meet the appropriate standards of quality and the percentage of defective or waste products is kept as low as possible.

If you are found to be indulging in fraudulent practices that directly affect the performance of the business then you will be required to leave your position with immediate effect.

However, we hope that this does not come to be and the business relationship ends up being beneficial to both parties.

With regards,

[Mention the hand-written signature of the sender]

[Mention the relevant date]

[Mention the notary or witness if required]