(Your name)

(Your address)

(Your contact information)

(Date)

To,

(Name of the Recipient)

(Address of the Recipient)

(Contact Information of the Recipient

Sub: Welcome Letter for Senior Copywriter

Dear (Recipient Name),

We are glad to inform you that you (Recipient Name) are being welcomed as a Senior Copywriter for our institute (Name of the Institute).

Your capability and professionalism indeed are something that helped us prove that you are efficient enough for the post.

Our institute (Details of Institute) works in a systematic way which will ensure that the members may get all the necessary facilities from the institute.

We have specialized staffs by working with whom you can expertise your knowledge and skills within the domain.

They all have accomplished something in their individual fields therefore we believe that under their guidance you will make the whole thing work much better.

To make it more prestigious, our institute has prepared a small get-together on (Mention the Date) at (Mention the Time) so we cordially request you to take part in that and share your precious moments with us.

Latterly, there will be a lunch break and it will be our privilege if you join with us in that.

By greeting you once again we would like to thank you for having faith in us and so we are confident enough that you will be able to balance the institute’s regular workload and long-term goals.

For any kind of assistance, you can approach me by calling. Thanking you.

Best Regards,

(Hand-written Signature)

(Date)