[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 Crane operator

Dear [mention the full name of the recipient],

This letter is to inform you that we all at [mention the full name of the company] are glad to have you with us as a Crane operator and welcome you with open arms in our company.

We have understood from your interview that you are a very hardworking and dedicated person towards your work and we also expect the same from you.

However, any unprofessional behavior on your part can result in strict disciplinary actions against you or else an on-the-spot termination of the employment.

On your first day at the job, you would have to show proof of your license to operate as a crane operator and further identification documents mentioned to you at the time of the interview.

The details of your salary and other job information, along with the company policies have been sent to your email id. You should contact the Han Resources department in case of any further inquiries.

Happy to have you with us and see you soon at the site.

With regards,

[Mention the hand-written signature of the sender]

[Mention the relevant date]

[Mention the notary or witness if required]