(Your name)

(Your address)

(Your contact information)

(Date)

(Name of the Recipient)

(Address of the Recipient)

(Contact Information of the Recipient)

Sub: Welcome Letter to Event Manager

Dear (Name of the Recipient),

Thank you for accepting our offer as Event Manager to our event agency (mention the name of the agency). We are very happy that you have got an experience event manager in our team.

We hope for a fresh start with you as you are selected as the new event manager of the agency.

During the interview process, we have provided you with all details of your job role in our agency (mention the name of the agency).

Hope you completely agree and accept the work profile for the post (mention the name of the post).

Meanwhile, we are sending you a detailed schedule for your first day of yours at the agency. As discussed we are expecting you on (mention the date) sharp at (mention the time).

We have arranged a small welcome event on the day of your joining (mention the date).

Our agency head (mention the name) and your departmental head (mention the name) will welcome you on the day (mention the date). Later it will be followed by with introductory session and tea and snacks.

After the introductory part, you will meet our colleagues and other resources of the agency. We also provide you a hard copy of your appointment letter, contract paper and the paper of terms and conditions of our company.

You need to sign all the documents and submit them within on (mention the date). We will also provide you with photocopies of the all documents (mention the date).

We all welcome you once again to our agency and hope your experience and knowledge will help this agency to grow in recent future.

You can contact us at any time for any information. Kindly email us (mention the email id) or you can call us (mention the phone number).

We wish you all the best in your new journey at this prestigious agency.

Thank you very much for your time,

With regards,

(Hand-written Signature)

(Date)

(Notary or witness if required)