[Mention the name of the sender]

[Mention the Address of the sender]

[Mention the contact information of the sender]

[Date]

[Mention the name of the recipient]

[Mention the address of the recipient]

[Mention the contact information of the recipient]

Subject- Letter to Welcome the Hris Administrator

Dear [Mention the name of the Recipient]

Please accept this letter as an official letter to welcome you on board. The team of [mention the name of the company] would like to have the gratitude to welcome you to the team as our new HRIS administrator.

We hope that through your diligent services and past knowledge, the company would be able to keep its reputation balanced.

The letter is also to be treated as a letter of invitation on the occasion of your joining, as the team members of the [mention the name of the company] would like to welcome you through a nice buffet at the [mention the time] in the [mention the venue with the proper address and contact information] on the day of your joining, that is on the [mention the date of joining].

Please try to attend the same as you will be able to get a chance of meeting our general head of the department along with other management authority and discuss on the company's previous affairs, dealings and administration.

I hope this interaction will help you to understand your job role better. Thanks again for trusting in our business and applying for the position of HRIS administrator for the company.

If you have any questions regarding the duties and responsibilities, please make yourself comfortable with the helpdesk admin for help.

Hope to establish a good career together.

With regards,

[Hand-Written Signature]

[Date]

[Notary or witness if required].