**Introduction Letter to an employee template**

Recipients address

Your address and contact details

Date

Objective: (No more than one sentence)

Dear (insert full name),

I am writing to congratulate you on your successful application into (insert company name) and we welcome you to the team.

We are a young professional company and we have very specific aims (insert short description of those aims)

We hope that you’ll be very happy here with us and we are certain that you will become a valued member of our team.

If you have any doubts or questions, please don’t hesitate to contact me on the details above.

We look forward to a long and healthy working relationship and we welcome you once again.

Yours sincerely,

(Sign and print name)