[Company Name]  
[Address]  
[Contact/Text]

To

[The Recipient Name]

Re. A Welcome Note for the New Job as an Assistant Director Recruited on 20-01-20XX  
  
Dear Alexie,

I am composing this letter on behalf of the [Company Name] family. [Company Name] is a team that works as a family and stands by through thick and thin by giving their best. I on behalf of my team welcome you to the dedicated and industrious group of [Company Name] Pharmaceutical Company. Your joining date is 25th January 20XX and I hope you will join the team of this company with full zeal and ready to give the enthusiastic and zealous deal of work. I found you a very competent and talented pharmacist who can work as Assistant Director to perform all the required tasks single-handedly. Your approach towards business and the world of pharma industries were quite different, practical, and attractive. I was amused by the leadership qualities you possess.

I had already finalized during the interview that you are the best suit for the job. I hope you will utilize your potential and put all the energies to make this industry one of the country’s topmost pharmaceuticals through honesty and dedication.

I have forwarded all your details to the HR department who will guide you through this. Your timings and days of working shall also be looked up by the HR Department. You are advised to meet me in person on the day of your joining the office. You can contact the HR office by writing to [X] or call at +[X].

Regards

Simon Gel  
The CEO, [Company Name] Pharmaceutical Company  
34-A, Fifth Avenue, Opera Hall Road, California, USA.