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

To

[The Recipient Name]

Re. Welcoming the New Assistant Operation Manager on Joining the Team of Luca-O Trends IT and Software [X]

Dear Jenny,

I am overtly delighted and cordially congratulate you on securing the position to fulfill the vacant designation of Assistant Operation Manager. This vacancy was lying empty for two months and it was not filled because of some internal affairs of the company. I am elated to share that those problems have been settled now and we have recruited you to the designation considering you the most competent for the post and most deserving among all the candidates.

Your interview went very well, and it was highly acclaimed by all the panelists. Your name was finalized on the recommendation of all the panelists who were inspired by your wonderful academic performance in your educational background and wonderful qualified experiences from great firms. Looking at your leadership qualities and presentation skills, the panelists decided to recruit you with immediate effect.

I hope you will not let our expectations faint and will keep up with our bright expectations. We really need young talent and efficient skills for the performance of the tasks of the Assistant Operation Manager.

Please feel free to contact the company for any query by dialing +[X] or write to us at [X]. Your joining date has been confirmed for 25th January 20XX. Your schedule and timings can be enquired from the Human Resources. We thank you for being part of this team and wish you all the best for the novel endeavors in your career at [Company Name].

Regards

Leo Cooper  
The CEO, [Company Name],  
23-A/45 Steven Heights, California, USA.