[Company Name]  
[Address]  
[City, STAT, Zip]  
[Contact/tagline]

Re. A Cordial Welcome Note to the New Captain  
  
Dear Sylvie,

I am writing with the hope that this email finds you in great health. I am sure that you are excited to take charge as the new CEO of the Graham Ellibale Group of IT and Consultants (GEGIC) from Monday 25th January 20XX. Mr. Ronald Cedrick was a great boss and he made the best use of his competent authority and dedication to make this company in the highest position. Ronald was working very hard to keep things on track to make this company among the top 50 companies in the US. He had a dream to make this dream even higher and set a target of taking the company among the top 10 and so on. The dreams were high, and everything was in place when he died of the cardiac arrest and left the company in great shock.

I am looking at you with the same perspective and expect you to fulfill the targets set by Ronald. I looked at your profile on LinkedIn which left me with no words and I was wonderstruck by looking at so many diverse experiences of working at one of the best firms at such a young age. I am happy that you have that energy to take things up to the sky limits. I, on behalf of my team, welcome you warmly to the company and wish you the best in achieving what you have set forth. Thank you.

Regards

Steven Regis  
The General Manager  
Graham Ellibale Group of IT and Consultants (GEGIC)  
34-c Edward Square, Illuminating Tower, California, USA