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

Re. A Warm Welcome to the New Master Ready to Steer

Dear Benjamin,

I am Luc Rio from Linux Hill Consultants. I work as a General Manager in the organization. I came to know about the resignation of Mrs. Jeremy Clare from the designation of CEO due to her immigration matters. Also, with that, I was told that you are going to take charge as the new CEO of the company. I was overwhelmed to know that because I always aspired to work under your supervision. I was amazed to watch your performances at WcKL Groups and craved to meet you in person.

I am sure that working with you will prove to be very rewarding, co-efficient, and illuminating. I am looking forward to welcoming you in person in the office on 25th January 20XX. Our whole team welcomes you to take the charge and is very enthusiastic to work under your competent supervision. I am looking forward to your kind response confirming the joining date and time of your arrival in the office. Thank you.

Regards

Luc Rio  
Linux Hill Consultants  
The General Manager  
45/2-B Edmund Brooklyn Street,  
California, USA