



Welcome Aboard [New Hire's Name]!

I am thrilled to personally welcome you to [Company Name]! As the CEO, I want to express my sincere excitement about your decision to join us.

Inside your welcome kit are the resources you need to get up to speed as quickly as possible. Feel free to ask questions, big or small, and take your time getting to know the ropes. Your direct manager, [Manager's Name], will be there to guide you every step of the way.

As a gesture of our appreciation, we've included some fun company swag. This isn't just merchandise—it's a symbol of our unity and shared purpose. Wear it proudly, knowing you're part of a team that's making a difference.

We can't wait to see the great things we know you'll accomplish. Welcome to the team, and here's to a successful journey ahead!

Best Regards,
[Your Name]
CEO, [Company Name]

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