



**RESOURCE LIBRARY – HUMAN RESOURCES**  
**Sample Welcome Letter**

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<<Date>>

Dear .....,

**WELCOME ON BOARD!**

I am very pleased you have accepted to join the pre-opening team of Hotel XYZ and want to be the first to wish you every success in your new career with us.

To make your start with us successful, we have compiled a number of documents which contain some of the most pertinent information you need to get started right. This includes information about our hotel, the company you have chosen to join and some basic rules and regulations.

I hope feel ready and excited to take on the challenge. Your desk has been set up, and we trust you will find the office space sufficiently organized for your arrival.

Please feel free to ask me or my assistant anything you need assistance with.

Good luck,

\_\_\_\_\_  
.....  
General Manager

CC. HR Manager