Address of the Sender

Email Address of the Sender

Date

Name of Recipient

Address of the Recipient

Subject: Thank You Letter for Warm Welcome

Dear \_\_\_\_\_\_ (Name of the Recipient)

Hi, I hope this letter finds you well. I am writing this letter to thank you for the very warm welcome on my first day as a medical assistant at the \_\_\_\_\_ Clinic (Name of Clinic). I appreciate the efforts everyone took to make me comfortable on my first day at work. I am amazed to see how welcoming and professional everyone is towards their work and the newcomers as well.

I am hoping to work with my full potential and assist the other staff at the clinic in all that would be in my capacity. I would again want to thank you for treating me with love and respect and giving me the opportunity to work with your amazing team. Looking forward to seeing you soon.

Sincerely,

(Signature)