Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You For Making Me Feel Welcome

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

I am thankful for the warm welcome that I have received on my first day at the \_\_\_\_\_\_ Company (Name of Company). I am grateful to each one of you for making me feel welcome and comfortable.

Before joining the \_\_\_\_\_\_ Company, I was scared and skeptical of my decision as I was going to be the youngest in the office. I did not have any prior experience and have joined as a fresher, so I was afraid about adjusting in the office. However, everyone at the workplace has made me feel welcome and helped me forget my insecurities.

As I complete a month here, I want to let you know I am thankful to all of you and the \_\_\_\_\_ Company for this warm welcome. Looking forward to working together and learning from you.

Sincerely,

(Signature)

Sender’s Full Name