



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 writing this letter to thank you for giving me a warm welcome at the \_\_\_\_\_ Organization. I am grateful to be associated with such a great organization. Thanks for making me feel comfortable and appreciated. The welcome party was well organized, and I am glad to be associated with this organization as a business partner. I appreciate everyone who contributed towards arranging the party for me and coordinating everything well.

I am glad I made the right decision by choosing to invest in the organization. I hope we can together take the \_\_\_\_\_ Organization to new heights. Thank you for making me feel welcome and appreciated. Looking forward to working with you.

Sincerely,

(Signature)

Sender's Full Name