

****All attachments should include a header with the item number, page numbers, and title. Please keep attachments short with only necessary information.****

Full Name
Name of Your Organization
Address

Date
|
Name of Addressee
Address

Salutation/Greetings
Dear Ms./Mr. (addressee),

The introductory paragraph of the letter should welcome the addressee into the organization and should congratulate him or her on being appointed at the position that he or she has been hired for.

The second paragraph of the letter should always mention all the necessary details like the date of joining for the addressee. Also it is important to mention, what the addressee will be expected to do on his or her first day at work. It is essential that you mention all the documents and paperwork that the addressee will be expected to fill on the first day and also provide a list of all the documents that the addressee needs to bring with him or her.

If you are including a third paragraph in the letter, then ensure that you mention the address at which the addressee will need to report to and the time that he or she is expected to come to work at. Also mention your own contact details, so that in case of any confusion, the addressee can contact you.

Valediction/Goodbye
Yours sincerely,
(Your name)