

To: "Anna Jones" <annajones@buzzle.com.>

CC: All Staff

From: "James Brown"

Subject: Welcome to our Hive!

Dear Anna,

Welcome to our Hive!

It is a pleasure to welcome you to the team of \_\_\_\_\_. We are excited to have you join our team, and we hope that you will enjoy Working with our Company.

On the last Saturday of each month we hold a special staff party to welcome any new employees. Please be sure to come next Week to meet all of our senior staff and any other new staff members who have joined \_\_\_\_\_ this month. You will receive an e-mail regarding the same with further details.

If you have any questions during your training period, please do not hesitate to contact me. You can reach me at my email address or on my office line at 000-0001.

Warm regards,

James

Jackie Brown, Manager, Staff

jamesbrown@abcd.com

Tel: 000-0001