



GROUPAMA FINANCES

Mrs. Elsa Péronne
11 rue de Gironde
33000 Bordeaux

March, 10th 2019

Mrs Diana Gomes
25 rue de Marseille
33300 Bordeaux

Subject : Welcome at Groupama Finances !

Dear Mrs. Gomes,

In this part, we inform the addressee the main subject of the letter.
We recall the company name and the department. We talk about future tasks.

It's a pleasure for GROUPAMA Finances to welcome you in Human Resources department. We are pleased that you count in our teamwork. We hope that your tasks will allow you to flourish.

In this part, We gives all the information concerning sequence of event of the day in the company.
We can add hour, date, the place and the sequence of event, the referent..

As a reminder, we waiting for you at 09:00 for a breakfast welcome.
After the breakfast, I will assist you in your take up the position and the discovery in our desk. I'll gives you a welcome booklet in order to take note of the global organization of our company.

This part is a conclusion from the welcome letter. We stay at disposition and we let's put all the documents necessary to integration.
We welcome again.

You will also find on your office documents about the values and mission of your new company. Take your time to consult them.
We trust on our future collaboration.

We remain at your disposal for any further question.

Looking forward to seeing you soon,

Once again, welcome to the Groupama company !

In this part, we use an adapted politeness formula. If you know the person, you write "Yours sincerely". If we do not know, we write "Yours faithfully". Subsequently, the signature is entered. The role of the signatory must be registered before his surname and first name.

Yours sincerely,

C.E.O

Mrs. Péronne

