To : James Martin
123 Business Rd.
Business City, NY 54321
123 Main Street
Anytown, CA 12345

September 1, 2020

Apple Inc.
50-, Ardcullen Ardcullen,
Knocknaheeney
 Cork, T23 HXA3, Ireland

Subject: Welcome to the company

Dear Mr. Martin,

Congratulations on being on board with Apple Inc.! We're writing to welcome you and to tell you how much we are looking forward to you joining our team. You bring experience, knowledge, and skills that enhance our capabilities.

There's work and there's your life's work.

The kind of work that has your fingerprints all over it. The kind of work that you'd never compromise on. That you'd sacrifice a weekend for. You can do that kind of work at Apple. People don't come here to play it safe. They come here to swim in the deep end.
Your new team intends taking you out to lunch and getting to know you to make sure you meet everyone with whom you will be working. Your schedule for the rest of your first day is as follows.

As we agreed, your first day on the new job is Tuesday, September 2. We'll be expecting you at 9 a.m. We offer flexible schedules for our employees and we can talk about your normal hours when you come in on Tuesday. You will also meet your new employee mentor, Paul Smith. He'll help you get to know the company and your new department.

Looking ahead to a great journey together,

Welcome to Apple.

With Regards,

Leach.O
HR Assistant