

Hello Everybody -

Greetings!

I have great pleasure in introducing Mr./Ms. xxxx, who has joined us at Bangalore as a Recruitment Consultant.

xxxx has done her MBA from RJS School of Management, Bangalore and has had a brief stint of 2yrs with the Sourcing team at xxxx. She is a Civil Services aspirant and had taken her examination in the near past. We wish her the best for her preparations in future.

xxx will be spending a week in understanding our processes after which will start the operation.

I wish her all the best for her career with zzzzz (company)

Best regards

yyyy

Dear X,

I take this opportunity to join you all in extending a warm welcome to Mr. Name .First name has joined Company name , Location as Designation.

First name holds an ____ Degree from University of ____ and has an experience of around ____ year with name of previous organisation

We look forward to your support and cooperation to Mr. sur name in his current assignment and wish him a happy association with the organisation name Family .

Warm Regards

Zzzzzzzz

Dear _____,

it's great to have u connected to the COMPANY on email! Your Company colleagues are just a click away on Global address book!

Just wanted to inform u that your Employee Code is _____

We have also attached the communication deck on the PDR Process and attached the Form. You are requested to discuss your KPIs with the Immediate Supervisor and submit the agreed KPIs to HR within 45 days of your joining. You may also mail the same at _____.

We have C&B Manual on a common server and all other Policies and Procedures for easy reference. You shall soon receive intimation of the same by the HR Administrator. Admn. Manual shall also be available at _____

You shall also receive the user id and password by the second month for HTTP LINK where in u may access for PF/ Superannuation balance.

You may browse through the COMPANY at LINK aaa.com. You need to register yourself at the site and the user id and password shall be mailed to u.

In our jest to continuously improve, we would request you to share your feedback with us on your Induction so far.

We would also request u to complete all the pending Joining Formalities.

Rgds,

We are pleased to inform that Mr. xyz..... has joined our organization as a Sr. Manager in Operation function on 16th July, 2003. xyz shall be involved in Civil Construction Projects & shall be based at (place)

xyz is a Civil Engineer from abc University. He is a seasoned professional having a diversified and rich experience of more than 17 years in Civil & Construction Projects. His immediate past assignment was with bla bla Ltd, Chandigarh as Sr. Manager-Construction. He was associated with reputed companies like S.b. Fields Worlds Schools, III Ltd, RRR Cement Ltd, GT R & Developers Ltd and ZXAS Builders Ltd.

XYZ tied nuptial knot with Ruchi & they are blessed with a baby girl, named Nikita.

I wish XYZ a long and meaningful career at (present company). Please join me in welcoming xyz to our family & extend all your support & co-operation to him.

Rgds

I am pleased to inform that the following new professional has joined us.
Brief about the Joinee, his / her experience and back ground.
He / she can be reached at E-mail Id and Extn No.
I am sure we will all have a good and enriching experience working together.
Please join me in welcoming and in wishing him/her luck for a long and rewarding career at XYZ Co.

Dear ABC,

Welcome to the XYZ Co. Family!

At the outset, I would like to congratulate you for having fared so well in the interview process and for having made a definite impression in the minds of those who have interacted with you during the interviews. I am sure that going forward, this impression will only grow stronger.

As a "Designation", your role is critical in fulfilling the mission of the _____ Department and xxx Co.

We expect you to set an example of diligence, dedication and commitment and contribute your best efforts in making xxx (company) a leading organization.

I hope the induction session you went through was informative, and has helped you understand and identify with xxx (company) better. Please feel free to get in touch with me for any further information / clarifications you may need.

The following details will be of help to you:

Employee Id:

E-mail Id:

Pwd:

Wishing you luck for all your assignments and a long and rewarding career at xxx (company).

Note: Policy Manual and Extn. list can be attached along with.