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BUSINESS WELCOME LETTER

Included:

Introduction

Usually a business welcome letter is written to a retailer for entering into an agreement with the organization to be a part of the retail chain. It would welcome the new retailer and give them the necessary details regarding the merchandise supply and the monetary commissions they would be entitled from the sale of their merchandise.

Like any other business letter, it is also an official letter. The matter conveyed should be polite in nature.

Business Welcome Letter Tips

The following tips will help you to write a Business welcome letter:

- The language used should be clear, precise and easy to understand.

- The letter should be polite in nature and the matter should be straight forward and up to the point.

Sample Business Welcome Letter

To

Mr. Prasad Kulkarni

Heritage Fresh Retail Chain,

Nacharam Road,

Hyderabad

Dear Mr.Kulkarni,

Our hearty welcome to you as our new retailer for Heritage Fresh retail chain. We are glad that you have decided to be a part of our business group and we hope that with this retail chain you will increase our company sales.

We are extending our warm welcome to set up the retail store with our company merchandise. We are enclosing the details of commission you will receive from the sale of the goods.

The commission we offer is one of the best in the industry and you can compare the rates with other retailers.

There are several special commission packages which we offer throughout the year. for any other details regarding the sales, commission and other details, please contact our merchandise manager.

We look forward to have a mutually beneficial relationship

Thanking you,

Yours Sincerely,

Joseph Wilson

CEO,

Heritage Retail Store Ltd

Business Welcome Letter Template

To,

_____ (employee's name)

_____ (employee's address)

_____

_____

From:

_____ (Your name)

_____ (Your address)

_____

Date _____ (date of writing letter)

Dear_____, (name of the concerned person)

We are happy to welcome you to our retail chain group_____. We are glad that you have decided to be a part of our company. We hope that our company sales will increase with your effort and dedication.

Along with this letter, we are enclosing the details of your salary breakdown and other benefits. We offer one of the best packages in the industry. It is our constant endeavour to satisfy our customers. Please implement the same policy and you will definitely prosper in the business.

In case you have any doubts or need clarifications regarding anything please contact ………………(name and designation of person concerned).

Looking forward to a mutually beneficial relationship

Yours Sincerely,

_____ (Your name and designation)

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