

# Welcome Letter

Last Modified on 07/17/2025 4:04 pm PDT



The **Welcome Letter** that appears on the first tab of the statement has a sample letter ready. Below are some options to configure to your organization's needs. Update default Welcome Letter, create your own **text** content, embedded **images** & **hyperlinks**.

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Go to **Content**, then choose **Welcome Letters** from the drop-down menu.

## Name

A name for you to remember this welcome letter. This is NOT shown to any employees.

Default Welcome Letter

Create your Welcome message. The **edit toolbar** will appear during the message edit.

Select the 1st icon, down arrow to add a first name or last name **custom field**.

Message

Employee's First Name: [Insert Template Variable]

Employee's Last Name: [v]

Enter your message starts here

The 3rd icon allows you to select an **image** to embed within the text.

Create a **hyperlink** with the 4th icon.

Update **valediction**, **full name** and **title**.

## Valediction

Sincerely,

## Full Name

Name

## Title

Title

Add **executive signature** and it appears between the valediction and the signer's name on the welcome letter.

Add the **executive photo** and it appears on the right side of the online statement.

Executive Signature

No file chosen

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Executive Photo

No file chosen

Click **Save** to ensure changes will not be lost.

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