

Welcome to the Team!

Dear [Employee's Name],

We are excited to welcome you to [Company Name] as a seasonal staff member for the upcoming [season/year]. Your skills and enthusiasm will be a great addition to our team!

Onboarding Details

Your onboarding session is scheduled for [date] at [time]. Please report to [location]. During this session, you will receive important information about your role and our company policies.

What to Bring

- Identification (e.g., driver's license or passport)
- Your Social Security Number
- Your bank details for direct deposit

Dress Code

Please wear appropriate attire for a [type of work environment] workplace.

Contact Information

If you have any questions before your start date, feel free to reach out to [Contact Name] at [Contact Phone] or [Contact Email].

We look forward to seeing you on [date]!

Sincerely,

[Your Name]
[Your Title]
[Company Name]