

Welcome to the Team!

Dear [Associate's Name],

We are thrilled to welcome you to [Company Name] as our new Sales Team Associate! Your skills and expertise will be a valuable addition to our team.

As part of your onboarding process, we have scheduled the following:

- **Start Date:** [Start Date]
- **Orientation Session:** [Date & Time]
- **Location:** [Location/Virtual Link]

Please bring the following documents with you:

- Identification Proof
- Bank Details for Payroll
- Any Other Required Documents

We look forward to seeing you on your first day! If you have any questions, please don't hesitate to reach out to us.

Best Regards,
[Your Name]
[Your Job Title]
[Company Name]