

# Service Expectations for Transportation Onboarding

Date: [Insert Date]

Dear [Employee Name],

Welcome to [Company Name]! As part of your onboarding process in the Transportation Department, we want to outline our service expectations to ensure a smooth transition and alignment with our operational goals.

## Expectations

- **Punctuality:** Arriving on time for shifts and meetings is crucial.
- **Communication:** Maintain clear and open communication with team members and supervisors.
- **Customer Service:** Always prioritize the needs of our clients and provide exceptional service.
- **Safety Standards:** Follow all safety regulations and protocols at all times.
- **Team Collaboration:** Work effectively with your colleagues to ensure seamless operations.

We believe that by adhering to these service expectations, we can create a positive and productive work environment. If you have any questions or need further clarification, please feel free to reach out.

We look forward to your contributions to our team!

Sincerely,

[Your Name]

[Your Position]

[Company Name]