

Welcome Aboard!

Dear [Associate's Name],

We are thrilled to welcome you to the [Company Name] team as our new Distribution Associate! Your skills and experience will be a great addition to our department.

As part of our team, you will be instrumental in ensuring a smooth flow of operations and maintaining high standards in our distribution processes. We are confident that you will find your role both rewarding and fulfilling.

Please report to your supervisor, [Supervisor's Name], on your first day, [Start Date], at [Start Time]. Your onboarding schedule and all necessary materials will be provided to you.

Once again, welcome to [Company Name]! We look forward to working with you and seeing all the great things you will accomplish here.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]