

Retail Job Expectations Overview

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Overview of Job Expectations

Dear [Employee Name],

Welcome to the team! We are excited to have you on board. This letter outlines the expectations for your role as a [Job Title] at [Store Name]. Please take the time to review the following key responsibilities:

Job Responsibilities

- Providing excellent customer service and assistance.
- Maintaining a clean and organized store environment.
- Executing sales transactions accurately and efficiently.
- Restocking merchandise and managing inventory levels.
- Working collaboratively with the team to achieve sales goals.

Performance Standards

- Arrive on time and adhere to scheduled shifts.
- Engage positively with customers and team members.
- Meet individual and team sales targets.
- Demonstrate flexibility and adaptability in a fast-paced environment.
- Adhere to company policies and procedures at all times.

We believe that clear communication and understanding of expectations are crucial for your success. Should you have any questions or need further clarification, please do not hesitate to reach out.

Best regards,

[Manager Name]

[Title]

[Store Name]