

Welcome to Our Seasonal Workforce!

Dear [Employee Name],

We are excited to welcome you to our team for the upcoming season! Below are the important onboarding instructions to ensure a smooth start.

Onboarding Steps:

1. **Complete Paperwork:** Please fill out and return the attached forms by [Due Date].
2. **Attend Orientation:** Join us on [Date] at [Time] in the [Location]. Please bring a valid form of ID.
3. **Training Schedule:** Your training sessions will begin on [Start Date]. A detailed schedule will be provided during orientation.
4. **Uniform Policy:** Ensure to adhere to our dress code. Uniforms will be distributed at orientation.
5. **Contact Information:** In case of questions, please reach out to [Contact Name] at [Contact Email] or [Contact Phone].

Important Dates:

- First Day: [Date]
- Training Begins: [Date]
- Season End: [Date]

We are thrilled to have you join us and look forward to a successful season together!

Best Regards,
[Your Name]
[Your Position]
[Company Name]
[Company Contact Information]