

# Welcome Aboard!

Dear [Staff Name],

We are excited to welcome you as a part-time staff member for our upcoming event, [Event Name]! Your skills and enthusiasm will be invaluable to our team.

## Onboarding Details

**Start Date:** [Start Date]

**Your Role:** [Role Description]

**Training Session:** [Date and Time]

**Location:** [Venue/Address]

During the training, you will learn about our event management processes, safety protocols, and customer service expectations. It's a great opportunity to meet your colleagues and ask any questions.

## What to Bring

- Identification
- Comfortable clothing and shoes
- A positive attitude!

We look forward to working together and making [Event Name] a success!

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]