

Dear [Producer Name],

Welcome to [Agency Name]! We are thrilled to have you join our team as our newest Producer.

As you begin your journey with us, our primary goal is to provide you with the tools, mentorship, and support necessary to build a successful book of business. We were impressed by your energy and drive, and we are confident that you will be a great asset to our agency culture.

Your first week will focus on:

- Getting settled at your workstation and setting up your systems.
- Meeting the account management and support team.
- Beginning your product and sales process training.
- Reviewing your goals for your first 90 days.

We have a busy road ahead, but we are committed to your professional growth. Please do not hesitate to ask questions as you get up to speed.

We look forward to seeing your first win!

Best regards,

[Your Name]

[Your Title]

[Agency Name]