

[Date]

Dear [Producer Name],

Welcome to the [Agency Name] Sales Team! We are thrilled to have you join us as our newest Insurance Producer.

Your expertise and drive will be a great asset to our office. We look forward to seeing your contributions as we continue to provide excellent coverage and service to our clients. Our goal is to support your success, and we are committed to providing you with the tools and resources you need to thrive in this role.

On your first day, you will be introduced to the rest of the team and begin your orientation process, which includes:

- Access to our Agency Management System.
- Review of our carrier appointments and product lines.
- Introduction to our lead generation and sales protocols.

We are excited to have you on board. If you have any questions before your start date, please reach out to me directly.

Welcome to the team!

Best regards,

[Your Name]

[Your Title]

[Agency Name]