

[Date]

[Producer Name]

[Address]

[City, State, Zip Code]

Dear [Producer Name],

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

Your orientation is scheduled for [Date] at [Time]. Please report to [Location/Department] and ask for [Contact Person].

During your orientation, we will cover the following:

- Introduction to our agency culture and values
- Overview of our products and carrier partners
- Training on our CRM and management systems
- Review of sales targets and performance expectations
- Meeting with the support and underwriting teams

Please bring the following items with you:

- A valid copy of your Insurance License
- Identification for payroll documentation
- Direct deposit information

We are confident that your expertise will be a great asset to our agency. We look forward to helping you build a successful book of business here.

If you have any questions before your start date, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Agency Name]