

[Date]

[Employee Name]

[Home Address]

[City, State, Zip Code]

Dear [Employee Name],

Welcome to [Agency Name]! We are pleased to have you join our team as an Insurance Producer.

At [Agency Name], we pride ourselves on providing exceptional coverage and service to our clients. Your experience and expertise will be vital to our continued growth and our commitment to excellence in the insurance industry.

Your first day will be [Start Date]. Please report to [Supervisor Name] at [Time] for your initial orientation. During your first week, you will be introduced to our carrier platforms, client management systems, and internal sales processes.

We have prepared your workspace and look forward to introducing you to the rest of the staff. We are confident that you will find [Agency Name] a rewarding place to build your career.

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

Welcome aboard!

Sincerely,

[Signature]

[Name]

[Title]

[Agency Name]