

Dear [Associate Name],

Welcome to the team! We are thrilled to have you join us as a Seasonal Part-Time Associate at [Company Name] for the upcoming [Season/Holiday] season.

We rely on our seasonal staff to help us provide excellent service during our busiest time of year. We are excited to have your energy and support on board.

**Onboarding Details:**

- **Start Date:** [Date]
- **Reporting Time:** [Time]
- **Location:** [Department/Address]
- **Supervisor:** [Manager Name]

Please remember to bring [Identification/Documents] on your first day to complete your employment paperwork. You will also receive a brief orientation and training session to help you get started.

If you have any questions before your start date, please contact [Contact Name] at [Phone Number/Email].

Welcome aboard, and we look forward to a successful season together!

Best regards,

[Your Name]  
[Your Title]  
[Company Name]