

Dear [Employee Name],

Welcome to [Company Name]! We are excited to have you join our team as a Part-Time [Job Title].

As discussed, your schedule will focus on our weekend shifts. Your first day will be [Start Date] at [Start Time].

Reporting Details:

- **Location:** [Office Address/Department]
- **Supervisor:** [Manager Name]
- **Shift Hours:** [e.g., Saturday & Sunday, 9:00 AM - 5:00 PM]

On your first shift, please bring [List of Documents/ID] to complete your onboarding. We will also provide you with a brief orientation and introduce you to the weekend support team.

If you have any questions before you begin, please contact [Contact Person] at [Phone Number/Email].

We look forward to seeing you this weekend!

Best regards,

[Your Name]

[Your Title]

[Company Name]