

[Date]

[Employee Name]

[Address]

[City, State, Zip Code]

Dear [Employee Name],

Welcome to [Company Name]! We are pleased to have you join us for the [Season, e.g., Summer/Winter/Holiday] season.

Your role as a [Job Title] is essential to our success during this busy time. We are confident that your contributions will help us provide excellent service to our customers.

Employment Details:

- **Start Date:** [Date]
- **End Date:** [Expected End Date]
- **Reporting Manager:** [Manager Name]
- **Reporting Time:** [Time]

On your first day, please bring your identification documents to complete your onboarding paperwork. We will also provide you with your schedule and an orientation regarding our safety protocols and daily operations.

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

We look forward to a productive and successful season together.

Sincerely,

[Your Name]

[Your Title]

[Company Name]