

Dear [Associate Name],

Welcome to [Company Name]! We are excited to have you join our team as a Part-Time Associate in the [Department Name] department.

Your first day will be [Start Date] at [Start Time]. Upon arrival, please ask for [Supervisor/Manager Name], who will assist you with your orientation and initial training.

As a reminder, your part-time schedule will be: [Insert Schedule Details, e.g., Monday, Wednesday, and Friday from 10:00 AM to 3:00 PM].

Please bring the following documents on your first day to complete your employment paperwork:

- [Document 1, e.g., Photo ID]
- [Document 2, e.g., Social Security Card/Passport]
- [Document 3, e.g., Bank details for direct deposit]

We are thrilled to have your skills and energy as part of our group. If you have any questions before your start date, please feel free to contact me at [Phone Number] or [Email Address].

Welcome aboard!

Best regards,

[Your Name]

[Your Title]

[Company Name]