

Welcome to the Receiving Department

Dear [Employee Name],

Welcome to the [Company Name] team! We are excited to have you join the Receiving Department as our newest [Job Title].

The Receiving Department is a critical part of our supply chain. Your role is essential in ensuring that all incoming inventory is processed accurately, safely, and efficiently to keep our operations running smoothly.

Your First Day Details:

- **Date:** [Start Date]
- **Arrival Time:** [Start Time]
- **Report To:** [Supervisor Name]
- **Location:** [Loading Dock/Warehouse Entrance Name]

What to Expect:

During your first week, you will undergo safety training, learn our warehouse management software, and be introduced to our standard operating procedures for unloading and inspecting shipments.

What to Wear:

Please wear [Required Attire, e.g., steel-toed boots, high-visibility vest, or comfortable work clothes]. Safety gear such as [Specific PPE] will be provided upon your arrival.

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

We look forward to working with you!

Best regards,

[Your Name]

[Your Title]

[Company Name]