

Welcome Message for Temporary/Seasonal Position

Subject: Welcome to [Company Name] - [Season] Employment

Dear [Employee Name],

Welcome to [Company Name] for the [Season/Holiday] season! We appreciate your interest in joining our temporary team during our busiest time of year.

Your employment period runs from [Start Date] to [End Date], with the possibility of extension based on business needs and your performance. Your first day is [Date] at [Time], reporting to [Supervisor Name] at [Location].

As a seasonal employee, you'll receive focused training on essential job functions and safety procedures. We understand you may be balancing this position with other commitments, and we'll work with you to create a schedule that works for everyone.

Your hourly rate is [Rate], and you'll be paid [Weekly/Bi-weekly]. While seasonal positions don't include full benefits, you're eligible for [Applicable Benefits] and employee discounts.

The work can be fast-paced and demanding during peak times, but it's also rewarding and offers great experience. Many of our seasonal employees have returned year after year or transitioned to permanent positions.

Please dress appropriately for [Work Environment] and bring comfortable shoes. All necessary equipment and uniforms will be provided.

We're looking forward to having you as part of our seasonal team. Your contribution will help us serve our customers during our busiest season.

Thank you for joining us!

[Manager Name]

[Department]

[Company Name]

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