[Farm Name]

[Farm Address]

[City, State, Zip code]

[Phone #]

[Email]

[Date]

[New Employee Name]

[Address]

[City, State, Zip code]

Dear [New Employee Name],

It is with great pleasure that I welcome you as a new employee to [Farm Name]. I am very pleased that you have chosen to accept our offer of employment and know that this is the beginning of a mutually beneficial relationship.

Please arrive at [time] on [date] for your first day of employment. The address of the farm is [farm address] and once there, report to [farm office location] which is [directions to get to farm office]. To be prepared for the day, you should wear [pants with pockets, clothes that can become dirty, sturdy footwear, etc.]. You will be provided with [rubber boots, safety vest, pens, etc.] on your first day.

In order to complete the necessary paperwork on your first day of employment, please bring appropriate documentation with you. A list of acceptable documents can be found at <https://www.uscis.gov/i-9-central/acceptable-documents/list-documents/form-i-9-acceptable-documents>.

Once again, welcome to [Farm Name]. We are looking forward to having you join the team.

Sincerely,

[Your Name]

[Your Title]