

*\*These were created as part of the requirements for a writing assignment and not meant to represent the organization(s) listed herein.*

To: Samantha Campbell  
From: Joshua Alberto-Anderson, Sales Department Head  
Subject: Welcome to the Team

Dear Samantha,  
I hope that you are excited to start your career at Hasbro, we are as well. We have some information that will make your first week here go as smoothly as possible. To confirm your start date is on **Monday September 18 at 8:00 AM**. We start work at 8:30 AM in the morning for our opening meeting but for your first day, we ask that you **arrive at 8:00 AM** so you can get a tour and learn about all the resources we have in order to assist you in this transition. You can expect to find free parking in our lot on Hasbro way which goes down the right side of our headquarters. From there you can expect to find **Marissa, our Front Desk Operator** at the front entrance of the building, tell her your name and she will notify our **Human Resources Manager Chris** to meet you for your tour.

After your tour you and Chris will be joining us at the morning meeting to meet myself and the rest of the team. **The dress code is business casual** but on Fridays we allow our team to work remotely and if they come in encourage to dress casually. For lunch many of us eat in the cafeteria on the second floor but there are also plenty of restaurants in the area if you wish to get some fresh air. The cafeteria will have all the kitchen supplies you may need and just to the left of the entrance there is our utility closet for any office supplies you may be running low on. If there is anything you need **my office is room 301** on the third floor. Do not hesitate to reach out and we look forward to working with you.

**Agenda:**

**8:00 AM** - Welcome Tour  
**8:30 AM** - Morning Meeting  
**9:30 AM** - Individual Tasks  
**12:30 PM** - Lunch Break  
**1:30 PM** - Individual Tasks  
**5:00 PM** - End of Day

Sincerely,  
*Joshua Alberto-Anderson*

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