

[Date]

To: [Seafarer Name]

Position: [Rank/Position]

Vessel: [Vessel Name]

## **Subject: Welcome to [Marine Agency Name]**

Dear [Seafarer Name],

On behalf of [Marine Agency Name], we are pleased to officially welcome you to our maritime team. We are confident that your skills and experience will be a valuable asset to our fleet.

Your onboarding process has now commenced. Please find below the initial details for your upcoming assignment:

- **Estimated Departure Date:** [Date]
- **Port of Join:** [City, Country]
- **Contract Duration:** [Number] months (+/- 1 month)
- **Agent Contact:** [Local Agent Name/Phone]

Attached to this letter, you will find your onboarding package, which includes:

- Signed Seafarer Employment Agreement (SEA)
- Flight Itinerary and E-tickets
- Pre-Departure Checklist
- Company Code of Conduct and Safety Policy

Please ensure that all your original documents, including your Passport, Seaman's Book, and STCW Certificates, are valid and ready for inspection upon boarding.

If you have any questions regarding your travel arrangements or documentation, please contact your designated Crew Coordinator, [Coordinator Name], at [Email Address] or [Phone Number].

We look forward to a successful cooperation and wish you a safe voyage.

Best regards,

[Signature]

[Name of Crew Manager]

[Marine Agency Name]