

[Date]

To: [Agent Name]

[Agent Address]

## Welcome to [Agency Name]

Dear [Agent Name],

Welcome to the team! We are excited to have you join [Agency Name] as our newest Final Expense Agent. Our mission is to provide families with peace of mind during their most difficult times, and we are confident that your skills will help us further that goal.

To help you get started, your immediate next steps are:

- Log in to the Agent Portal: [URL]
- Complete the New Agent Orientation module.
- Review our current carrier list and product guides.
- Schedule your first 1-on-1 strategy call with [Manager Name].

You will receive a separate email shortly containing your login credentials and access to our lead management system.

We are committed to your success and are here to support you with training, high-quality leads, and daily support. If you have any questions, please reach out to us at [Phone Number] or [Email Address].

We look forward to seeing you thrive here.

Best regards,

[Your Name]

[Your Title]

[Agency Name]