

Date: [Insert Date]

To: [Worker Name]

Address: [Worker Address]

Email: [Worker Email]

# Registration Confirmation: Summer Seasonal Position

Dear [Worker Name],

We are pleased to confirm that your registration for the upcoming summer season at [Resort Name] has been successfully processed.

## Position Details:

- **Job Title:** [Insert Job Title]
- **Department:** [Insert Department]
- **Start Date:** [Insert Start Date]
- **End Date:** [Insert End Date]
- **Reporting Manager:** [Insert Manager Name]

## Orientation Information:

Please report to [Location/Office Name] at [Time] on your start date for your mandatory staff orientation. Remember to bring a valid form of identification and any outstanding tax or payroll documentation.

## Staff Housing (if applicable):

[Insert details regarding check-in time and location for staff housing, or state "Not Applicable"].

If you have any questions regarding your arrival or the registration process, please contact the Human Resources office at [Phone Number] or [Email Address].

We look forward to having you on our team for a successful summer season!

Sincerely,

[Your Name/Signature]

[Your Title]

[Resort Name]