



Dear **Susan**:

Welcome to Datamax! I am pleased to have you join our team. You were selected for employment because of attributes you possess that match the qualities we're looking for in an employee.

I look forward to seeing you, through professional growth and development, realize an outstanding career path with Datamax, and also remain committed to our organization-wide philosophy of Creating Raving Fans®. If you haven't already, you'll soon be receiving your own copy of "The Datamax Little Blue Book." In it, you'll read details regarding our cultural philosophies and principles, how we roll as an organization, and precisely what we mean when we say "Creating Raving Fans®." Additionally, I ask that you examine the 10 habits that are printed inside this Welcome Kit. These attributes strongly embody what it takes to be a productive member of the Datamax family, and I trust that you will embrace these habits and make them part of your daily routine.

Know that we will expect your best each day. Your professional growth and development is important to us, and our doors are always open should you have questions or concerns over the coming days and weeks.

Please continue to review your Weekly Feedback Reports, so that you can fully understand what is expected of you ongoing. Again, I look forward to seeing you embark on a successful career as part of the Datamax family.

Remember: Creating Raving Fans® **IS the habit!**

Sincerely,

A handwritten signature in black ink that reads "Bj Simon". The signature is written in a cursive style.