**Ultimate Action Sports Gear**

1926 Quebec Street

Denver, CO 80207

(303) 555-0970

www.u-actionsports-g.com

**TO:**

**FROM:** Michael Dixon, President

**DATE:** November 1, 2018

**SUBJECT:** Welcome to our sales team

I am pleased to welcome you as a team member of Ultimate Action Sports Gear at our newest location in Taos, New Mexico. I look forward to getting to know you, and I hope to establish a long working relationship with you. I encourage all sales associates to wear and use our sporting gear and merchandise so you can speak from experience when selling goods to our customers. As a way of welcoming you to our team, I want you to select $1,000 worth of merchandise from the following list for your personal use:

Below is a listing of our other store locations. When traveling to these areas, be sure to visit the other retail store locations. Because different stores specialize in merchandise for local activities, stock items will vary. When visiting these stores, please introduce yourself to the local associates, and remember to use your employee discount on any purchases.