



[Associate's full name]

[Address line 1]

[Address line 2]

[City, State, ZIP code]

[New associate's start date]

Dear **[New associate's first name]**,

Welcome to the Merchandising Execution Team (MET) at Home Depot Store [Store #]. In MET, we invest in and take care of our people, so we're grateful you chose to join our team. With your help, we'll fulfill our vision to deliver the highest standard of merchandising services that consistently go above and beyond the expectations of our supplier and store partners.

As part of our team, you'll hear us talk about MET's Big 3: Partner, Execute and Deliver. It's what we do each day to uphold MET's vision while creating the most convenient experience and best value for Home Depot customers.

During orientation, our leaders will equip you with the tools to help you excel in your role. You'll also learn more about the Company's core values and your associate benefits. In the meantime, for dress code and ethics information, visit our intranet site at [myApron](#) > [myTHDHR](#) > [myAction Center](#) > HR SOPs.

At The Home Depot, we put our associates and customers first to create a feeling of family, where we live our values and are given opportunities to grow, and celebrate being part of a winning team. We support you and welcome you to our orange-blooded family.

Sincerely,

[DEM name]

District Execution Manager | District [District #]

[Division name] Division | [Region name] Region

[DEM phone number]

[RDME name]

Regional Director Merchandising Execution

[Division name] Division | [Region name] Region

[RDME phone number]

[RHRM name]

MET Regional Human Resource Manager

[Division name] Division | [Region name] Region

[RHRM phone number]