

Subject: Welcome to Walmart

From: Friday.Wilson0@walmart.com

To: hien_nguyen_91@yahoo.com

Cc: Steve.Ibarra@walmart.com; Susie.Oconnor@walmart.com

Date: Friday, December 8, 2017, 9:53:15 AM CST



Hien,

Congratulations on your new position at Walmart! Your Welcome to Walmart orientation is scheduled for Monday, January 8, 2018 from 8:00am until 5:00pm at the Sam Walton Development Center (SWDC) located at **2001 SE 10th Street, Bentonville, AR**. Please arrive at the facility no later than **7:50 am** to check-in (please ensure you plan accordingly for potential traffic conditions in Northwest Arkansas).

During orientation you will connect with other great associates while learning all about Walmart's values, culture, and company history. You will also participate in activities to help you further understand our business. A continental breakfast and lunch will be provided to you (if you have any food allergies or restrictions please let the facilitator know). Following the conclusion of orientation, you will have a better understanding of the company and our culture.

Attached are several key documents in preparation for Day 1. Please ensure you read each one carefully as there are some action items you'll need to accomplish. Within the 'Day 1' packet, you'll find:

- Orientation Agenda
- I9 Employment Checklist

Important Notice: Federal law mandates that you provide documentation that establishes your identity and legal right to work in the U.S. This offer is conditioned upon your ability to do so. You should bring this documentation with you to orientation. If you are unable to present the appropriate documents within three days from commencement of your employment, Walmart cannot continue your employment. The law does not allow any exceptions to this rule.

- Home Office Badge Request
- Alcohol and Drug Free Workplace Policy
- EEO Information

- **SWDC Map**
- **Home Office Map**
- **Inclement Weather Guidelines**

The second attachment – **Badge Request Form** – will collect information needed to create your badge before you arrive for Orientation.

Please confirm receipt of these documents by replying to this email. It is important that you open, read, and print each document, as well as this email.

In addition, you must bring the following items to orientation in order to complete your new hire process and to receive your associate ID badge:

- **I-9 documentation**
- **Alcohol and Drug Free Workplace Policy (signed)**
- **EEO Information (completed)**
- **A copy of this email**

This is required to enter the orientation room

Important contact information:

Recruiter: Steve Ibarra, Steve.Ibarra@walmart.com , 972-483-2108

Enjoy your orientation! If you have any questions, please feel free to contact me.

Sincerely,

Friday Wilson | Senior Recruiting Coordinator, Corporate Recruiting

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