

Welcome to [Company Name]

Dear [Employee Name],

We are excited to welcome you to our team! As part of your onboarding process, we want to provide you with an overview of our HR policies to ensure you have a smooth transition into your new role.

Key HR Policies

- **Code of Conduct:** We expect all employees to maintain a professional demeanor and uphold our company values.
- **Work Hours:** Our standard work hours are [insert hours]. Please discuss any flexibility requirements with your manager.
- **Attendance Policy:** Employees are expected to report to work on time and notify their supervisor in case of absences.
- **Leave Policy:** We offer various leave options including sick leave, vacation, and family leave. Detailed information can be found in the employee handbook.
- **Performance Management:** Regular performance reviews will be conducted to help you grow in your role and meet your career goals.

For a comprehensive understanding of our policies, please refer to the employee handbook that you will receive during your orientation.

If you have any questions regarding these policies, feel free to reach out to the HR department.

Welcome aboard!

Sincerely,
[Your Name]
[Your Job Title]
[Company Name]