

Employee Volunteer Program Guidelines

Dear Team,

We are excited to introduce our Employee Volunteer Program, which encourages our employees to participate in community service initiatives. Please find below the guidelines:

Program Objectives

- Encourage team building through community service.
- Enhance company reputation through active community involvement.
- Provide employees with opportunities for personal growth and development.

Eligibility

All employees who have completed their probation period are eligible to participate.

Volunteer Hours

Employees are allowed to volunteer up to 8 hours per month during work hours.

Selection of Projects

Projects must align with our company's values and commitment to community improvement.

Reporting

Employees must submit a brief report on their volunteer activities and outcomes.

Recognition

Volunteers will receive recognition during our annual employee awards ceremony.

If you have any questions regarding the program, please reach out to the HR department.

Thank you for your commitment to making a difference in our community.

Best Regards,

[Your Name]

[Your Job Title]

[Company Name]