

Overnight Company Visitor Guidelines

Date: [Insert Date]

Dear [Visitor's Name],

We are pleased to welcome you as our guest at [Company Name]. To ensure a pleasant and productive stay, we have established the following guidelines for your overnight visit:

Check-in and Check-out

Please arrive at [Check-in Time] and check out by [Check-out Time]. If you require special arrangements, kindly inform us in advance.

Accommodation Details

Your accommodations are located at [Accommodation Address]. Please refer to the welcome packet for room specifics and amenities.

Visitor Conduct

We expect all visitors to uphold our company values during their stay. Please be respectful of our premises and adhere to all safety protocols.

Emergency Contacts

In case of emergencies, please contact [Emergency Contact Name] at [Contact Number].

Code of Conduct

Please review our visitor code of conduct, which is available at [Link to Code of Conduct]. Your cooperation is appreciated.

We hope you enjoy your visit and feel free to reach out should you have any questions or need assistance.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]