

# Employee Discount Program Participation Guidelines

Dear Employees,

We are excited to introduce the Employee Discount Program designed to reward our dedicated team members. Please read the following guidelines to ensure a smooth participation process:

## Eligibility

- All full-time and part-time employees are eligible for the discount program.
- Employees must be actively employed with the company to participate.

## Discount Details

Employees are eligible for a **20% discount** on all in-store and online purchases.

## How to Access Discounts

1. Present your employee ID at checkout or enter your unique discount code online.
2. Discounts cannot be combined with other promotional offers.
3. Discounts apply only to personal purchases and cannot be used for resale.

## Program Duration

The Employee Discount Program will be active from **January 1, 2024**, until **December 31, 2024**.

## Contact Information

If you have any questions about the program, please reach out to the HR department at **hr@company.com**.

Thank you for your hard work and dedication!

Best regards,

The Management Team