

# Welcome to [Company Name]

Dear [Employee's Name],

We are excited to welcome you to our team! As part of your onboarding process, we want to ensure that you are familiar with our company policies.

## 1. Code of Conduct

All employees are expected to maintain professionalism and respect towards colleagues and clients.

## 2. Attendance Policy

Punctuality is essential. Please refer to the employee handbook for detailed attendance guidelines.

## 3. Dress Code

Business casual attire is required from Monday to Thursday, while Fridays are casual days.

## 4. Confidentiality Agreement

As an employee, you will have access to sensitive information. A signed confidentiality agreement is mandatory.

## 5. Health and Safety

Your health and safety are our priority. Please review our safety protocols outlined in the handbook.

If you have any questions or need further clarification on any of these policies, please do not hesitate to reach out to your supervisor.

Welcome aboard! We look forward to working with you.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]