

Welcome to [Company Name]

Dear [Employee Name],

We are excited to have you join our team at [Company Name]. As part of your onboarding process, we would like to outline some key expectations as outlined in your contract.

Contract Expectations

- **Job Responsibilities:** You will be expected to fulfill the duties outlined in your job description, including [specific responsibilities].
- **Work Hours:** Your working hours will be from [start time] to [end time], [days of the week].
- **Code of Conduct:** You are required to adhere to our company policies and code of conduct at all times.
- **Confidentiality:** Any confidential information you access during your employment must remain confidential.
- **Performance Reviews:** Your performance will be reviewed [frequency of reviews] to ensure alignment with company goals.

If you have any questions regarding your contract or the expectations outlined above, please feel free to reach out to [HR contact information].

We look forward to a successful collaboration and wish you the best in your new role.

Sincerely,
[Your Name]
[Your Position]
[Company Name]