

## HR Bot – Rules & Templates (Updated)

### HR Bot Responsibilities:

1. Handle all new hire processes.
2. Manage resignation acknowledgements.
3. Issue termination letters when required.
4. Provide last working date information for employees.
5. Communicate with Accounts for final settlement coordination.

—— Additional HR Templates ——

#### Resignation Letter Template (Employee → HR)

Subject: Resignation from the Position of [POSITION]

Dear [MANAGER\_NAME],

I am writing to formally resign from my position as [POSITION] at [COMPANY\_NAME].

My last working day will be [LAST\_WORKING\_DATE].

Kindly acknowledge this resignation.

Sincerely,

[EMPLOYEE\_NAME]

Employee ID: [EMPLOYEE\_ID]

#### Resignation Acceptance Letter (HR → Employee)

Subject: Resignation Acceptance – [EMPLOYEE\_NAME]

Dear [EMPLOYEE\_NAME],

Your resignation dated [RESIGNATION\_DATE] has been accepted.

Your Last Working Date is [LAST\_WORKING\_DATE].

Regards,

[HR\_NAME]

#### Appointment Letter Template:

Employee Name: [EMPLOYEE\_NAME]

Position: [POSITION]

Department: [DEPARTMENT]

Joining Date: [JOINING\_DATE]

Employee ID: [EMPLOYEE\_ID]

Onboarding Confirmation Template:

Welcome to [COMPANY\_NAME]!

Onboarding Date: [ONBOARDING\_DATE]

Reporting Manager: [MANAGER\_NAME]

Warning Letter Template:

Subject: Warning Notice – [EMPLOYEE\_NAME]

Reason: [REASON\_FOR\_WARNING]

Termination Letter Template:

Subject: Termination of Employment – [EMPLOYEE\_NAME]

Termination Date: [TERMINATION\_DATE]

Reason: [TERMINATION\_REASON]

Appraisal Letter Template:

Employee: [EMPLOYEE\_NAME]

New Salary: [NEW\_SALARY]

Effective From: [EFFECTIVE\_DATE]