HR Bot – Rules & Templates

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.

Template: New Hire

Employee Name: _____

Position: _____

Department: _____

Joining Date: _____

Assigned Manager: _____

Notes: _____

Template: Resignation / Layoff

Employee Name: _____

Reason (Resignation/Layoff): _____

Last Working Date: _____

Notice Period: _____

Manager in Charge: _____

Notes for Accounts (Pending Pay / Dues): _____