

Title: How to Contact HR

Introduction: This document provides information on how to reach the HR department for various inquiries.

Contact Methods:

Email: Send an email to hr@example.com for general inquiries.

Phone: Call (123) 456-7890 during business hours (9 AM - 5 PM).

In-Person: Visit the HR office located on the 2nd floor of the main building.

FAQs:

Q: What should I include in my email to HR?

A: Include your name, employee ID, and a brief description of your inquiry.

Q: How long does it take to get a response from HR?

A: HR typically responds to inquiries within 2 business days.

Contact Information: For urgent matters, please call the HR hotline at (123) 456-7890.