**Employee Rehire Policy**

This policy outlines the procedures and criteria for rehiring former employees of [Company Name]. Rehiring former employees can be beneficial for both parties, provided that they meet specific criteria and follow a structured process.

**1. Eligibility for Rehire**

a. Former employees who left the company in good standing and voluntarily resigned are eligible for rehire.

b. Employees who were terminated for reasons related to performance, behavior, or policy violations may be considered for rehire on a case-by-case basis, subject to review by HR and management.

c. Employees who were terminated for illegal activities, harassment, or any severe breaches of company policies are generally not eligible for rehire.

**2. Application Process**

a. Former employees interested in rejoining [Company Name] must follow the standard application process outlined for new hires.

b. They should submit their application through the official channels, indicating their prior employment with the company.

**3. Evaluation and Selection**

a. Rehiring decisions will be based on the candidate’s qualifications, experience, and suitability for the available position.

b. The hiring manager, in consultation with HR, will review the candidate's previous performance, conduct, and any other relevant factors.

**4. Benefits and Seniority**

a. Rehired employees may be eligible for certain benefits based on their prior service and any applicable waiting periods.

b. Previous seniority will be taken into account for purposes such as vacation accrual and benefits eligibility, where relevant.

**5. Orientation and Training**

a. Rehired employees may be required to undergo a brief orientation process to familiarize themselves with any changes in policies, procedures, or company structure.

b. Training requirements will be determined on a case-by-case basis, depending on the nature of the role and any significant changes in responsibilities.

**6. Probationary Period**

a. Rehired employees may be subject to a probationary period as specified in the employment offer.

b. During this period, their performance and conduct will be closely monitored, and any issues will be addressed promptly.

**7. Communication**

a. HR will communicate the rehire decision to the candidate and provide details regarding start date, compensation, benefits, and any other relevant information.

b. Any questions or concerns regarding the rehire process can be directed to the HR department.

**8. Confidentiality and Non-Disclosure**

a. Rehired employees are required to maintain confidentiality regarding any sensitive information about the company, its clients, and fellow employees.

**9. Exit and Non-Compete Agreements**

a. Rehired employees will be required to re-sign any necessary exit and non-compete agreements as per company policy.

**10. Review of Rehire Policy**

a. This rehire policy will be periodically reviewed and updated as needed by the HR department.

I acknowledge that I have received a copy of the Employee Rehire Policy, and I understand and agree to abide by the terms and conditions outlined herein.

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Employee Name

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Signature

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