Employee Onboarding Guide

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Introduction

Welcome to [Your Company Name]! We are excited to have you join our team. This guide provides essential information to help you get started and make your onboarding process as smooth as possible.

Company Overview

[Your Company Name] is a leading provider of [industry] solutions. Our mission is to [company mission]. We value [company values], and we strive to [company goals].

Employee Benefits

We offer a comprehensive benefits package, including:

- Health insurance

- Dental and vision plans

- Retirement savings plan

- Paid time off (PTO)

- Employee wellness programs

For detailed information about your benefits, please refer to the employee benefits handbook.

IT Support

Our IT department is here to help you with any technical issues you may encounter. For assistance, please contact the IT helpdesk at [IT support email] or [IT support phone number]. You can also find helpful resources and troubleshooting guides on our internal IT support portal.

Important Contacts

Here are some important contacts to keep handy:

- HR Department: [HR email], [HR phone number]

- IT Support: [IT support email], [IT support phone number]

- Facilities Management: [Facilities email], [Facilities phone number]

- Employee Assistance Program: [EAP email], [EAP phone number]

Frequently Asked Questions (FAQs)

Q: How do I access the company intranet?

A: You can access the company intranet by visiting [intranet URL] and logging in with your employee credentials.

Q: How do I request time off?

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A: To request time off, please use the time-off request form available on the HR portal.

Q: Who do I contact for payroll questions?

A: For payroll-related questions, please contact the payroll department at [payroll email] or [payroll phone number].

Conclusion

We hope this guide helps you navigate your first few weeks at [Your Company Name]. If you have any questions or need further assistance, please don't hesitate to reach out to your manager or HR representative. Welcome aboard!