

■ Welcome to [Company Name]

Welcome message

Company logo, tagline

"We're excited to have you join our team!"

Image of the office/team

■ About Our Company

Founded: [Year]

Headquarters: [City, State]

Mission Statement

Vision Statement

Core Values: Integrity | Innovation | Teamwork | Respect | Customer Focus

■ Our Culture

Inclusive and collaborative workplace

Diversity & Equity commitment

Work-life balance initiatives

Open communication & feedback channels

■ Organizational Structure

CEO → Department Heads → Teams

Overview of departments (HR, IT, Operations, Marketing, etc.)

Your reporting manager / team lead info

■ Employment Policies

At-will employment (U.S. law)

Equal Employment Opportunity (EEO)

Anti-Harassment & Discrimination Policy

ADA compliance

Whistleblower mechanisms

■ Work Hours & Attendance

Standard hours: 9 AM – 5 PM

Breaks and lunch duration

Overtime rules (FLSA)

Attendance expectations & tracking

■ Compensation & Benefits

Pay schedule (biweekly/monthly)
Direct deposit
Health, Dental, Vision Insurance
401(k) Plan
PTO, Holidays, Sick Leave

■ Payroll & Tax Information

W-4 completion
State tax withholding
Pay stub breakdown
Reporting discrepancies

■ Technology & Security Policies

Use of company devices & email
Data security & privacy
Password policy & MFA
Prohibited activities

■ Remote & Hybrid Work Policy

Expectations for remote work
Communication tools (Slack, Zoom)
Productivity tracking

■ Training & Development

Initial training schedule
LMS overview
Performance reviews
Career growth opportunities

■ Health, Safety & Wellness

OSHA compliance
Emergency procedures
Wellness programs
Employee Assistance Program (EAP)

■ Code of Conduct

Professional behavior
Confidentiality
Social media guidelines
Conflict of interest policy

■ Communication Channels

HR contact info
Reporting concerns
Company intranet / employee portal

■ Employee Engagement & Events

Team-building activities
Recognition programs
Annual events & volunteering

■ Required Forms & Acknowledgements

I-9 Employment Verification
W-4 Tax Form
Employee Handbook
Code of Ethics
Non-Disclosure/Non-Compete

■ Your Next Steps

Complete onboarding forms
Meet your team lead
Access HR portal
Set up work accounts

■ Welcome Aboard!

We're thrilled to have you with us.
Company slogan or team photo