

HRMS Company

Official Welcome & Onboarding Summary

Employee Details:

Name: Rohit Samariya
Email: rohitsamariya@gmail.com
Role: EMPLOYEE
Joined On: 24/2/2026

Workplace Information:

Branch: main office (mumbai)
Address: Company HQ
Shift: General Shift (10:00 - 19:00)

Next Steps:

1. Your account is now ACTIVE.
2. Please log in to your dashboard to mark attendance.
3. Complete any additional site-specific training provided by your manager.

This is an electronically generated document. No signature is required.