

Document 1: Welcome and Company Overview

Welcome to **ABC Inc!** We are thrilled to have you join our team. This introductory document provides a warm welcome and outlines what you can expect in your first days, months, and year as a new hire. Here, we share an overview of ABC Inc's history, mission, core values, and culture to help you understand who we are and why we do what we do.

Company Background: ABC Inc was founded over a decade ago and has grown into a mid-sized enterprise with hundreds of employees. We started as a small startup in 2010 and now serve a global customer base. Despite our growth, we maintain a close-knit culture that values innovation and teamwork.

Mission and Values: Our mission is to deliver exceptional products and services to our clients while fostering an inclusive and innovative workplace. We believe in:

- **Integrity:** We conduct business with honesty and transparency.
- **Excellence:** We strive for quality in everything we do.
- **Collaboration:** Teamwork and open communication drive our success.
- **Innovation:** We encourage creative thinking to improve and grow.
- **Customer Focus:** We put our customers at the center of our decisions.

These core values shape our daily work and interactions. You'll soon see them in action through how we collaborate and support each other.

Company Culture: We pride ourselves on a culture that is welcoming, diverse, and supportive. New ideas are encouraged regardless of your role or tenure. We have regular social events, team-building activities, and an open-door policy with leadership. Our goal is to make sure every employee feels valued and part of the family from day one.

What to Expect as a New Hire: Starting a new job can be daunting, but we have a structured onboarding plan to set you up for success. In your first day and week, you will meet your team, get introduced to your projects, and learn about company processes (see

Onboarding Process in Document 2). Over your first few months, you'll receive training, regular check-ins with your manager, and opportunities to give feedback. By the end of your first year, you'll be fully integrated into your role and ABC Inc community.

Remember, we are here to support you. If you have any questions or need help at any point, our HR team and your manager are ready to assist. Welcome aboard, and we look forward to achieving great things together!