Company Onboarding Guide 2025

Welcome to ExampleCorp! This document outlines the key steps to get started with your new role.

1. Access to Tools:
- Email: Provided upon joining.
- Slack: Request access via IT at it-support@example.com.
- Jira: Projects will be assigned by your team lead.

2. Company Policies:
- Working hours: 9 AM to 6 PM IST, Monday to Friday.
- Leave policy: 20 paid leaves per year.
- Code of Conduct: Respect colleagues, maintain professionalism.

3. Reporting Structure:
- Report to your designated team lead.
- Weekly meetings every Monday at 10 AM IST.

4. Key Contacts:
- HR: hr@example.com
- IT Support: it-support@example.com
- Finance: finance@example.com

We are excited to have you on board!

--- End of Onboarding Guide ---