# Welcome

Hello and welcome! Thank you for joining [*Company name*]*,* where we strive to [*state mission statement or values*.] We can’t wait to see what you will achieve with us.

This employee handbook defines who we are and how we work together. We will do everything possible to create a fair and productive workplace, but we need your help. We’ve created this handbook to guide you.

This handbook isn’t a contract or a guarantee of employment. It’s a collection of our expectations, commitments, and responsibilities. Please read this employee handbook carefully and consult it whenever you need to.

# Getting to know our company

[*Provide a brief history of your company here. If possible, use illustrations and charts* to make this information memorable. Present your company’s culture and vision.

*Avoid jargon and overused phrases (e.g. “competitive,” “fast-paced environment,”* “core values” and “innovative.”) Also, it’d be a good idea to include quotes and pictures of your company’s founders, CEO or other executives to make this introduction more personable.]