

# 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.]*