**Employee Handbook Template**

**Understanding employment at**

**[Company name]**

**Revised on [DATE]**

**Prepared by**

[Your name]  
[Your role]  
[Phone]  
[Email]  
[Website]

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**Summary and Acknowledgment**

* The Importance of the Policies and Procedures
* Acknowledgment of Receipt

**Welcome Message to New Employees**

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**Company Mission Statement**

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**Equal Opportunity Statement**

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**Contractual Disclaimer and At-Will Statement**

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**Purpose of the Employee Handbook**

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**Background Information on the Company**

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**Orientation**

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