

## Welcome Statement (General)

It is with great pleasure that [Employer] introduces this [employee handbook, handbook, manual, policy manual, guideline e.g.] to you.

[Although a cliché,] [Our, our] employees are [Employer's] greatest assets and every employee plays an important part to our winning team.

Like any great team, we are comprised of different people from different backgrounds fulfilling different roles. These differences have made us stronger and our strength has made us [one of] the best [auto manufacturer, insurance agency, doctor's office e.g.] in [the world, our state, our city e.g.].

The messages that are part of this [employee handbook, handbook, manual, policy manual, guideline e.g.] are also part of our winning formula. One important message embodied in this [employee handbook, handbook, manual, policy manual, guideline e.g.] is that to succeed, we must respect the laws, regulations, and policies that govern our personal actions, our [business, industry, agency, school e.g.], and [Employer].

This [employee handbook, handbook, manual, policy manual, guideline e.g.] contains many of [Employer's] internal policies. It is impossible for us to have a policy to address every conceivable issue that may occur at work. If an issue is not addressed in this [employee handbook, manual, policy manual, guidelines e.g.], please bring this issue to the attention of your [manager, supervisor, Human Resources Department, Personnel Department e.g.] or to the [Human Resources, Personnel Department, CEO e.g.]. We want to help.

Finally, all great teams are built on respect for the organization they represent and their teammates. [Employer] is built on that same respect. By respecting what each person brings to [Employer], we can achieve great things together.