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Slide 2

Welcome Letter

Dear [NAME],

Congratulations, and welcome to Venngage! We are pleased you have chosen to work, grow and team with us.

We know there is a lot of information to process when starting a new job. This onboarding manual will provide a comprehensive overview of the policies, procedures and tools that will assist you in settling into your new position.

Much of your questions can be answered by referring to this manual. If you have any questions, please contact Victoria Clarke, People & Culture Manager at venngage@venngage.com.

We are looking forward to seeing you on your first day. [Signature]

Slide 3

Work Culture & Core Values

We are on a mission to help our customers visualize their ideas.

To help us get there, we place a lot of importance on our culture, and ensure everyone on our team embodies these values.

Our Core Values

- We work together, we love together
- We create great customer experiences
- We reflect, plan and act
- We own our jobs
- We keep learning and improving

Slide 4

Ice Breaker

We would like to introduce your team to your team!

Please send a photo/feedback of yourself and it is as quick as possible to help us get to know you.

Check out some examples below to get you thinking about what to share:

- Where you born/where you grew up
- Favorite place you've traveled
- Remember you traveled recently or will travel to this year
- Share some of your favorite hobbies/what you do for fun
- Favorite restaurant/cafe/bakery in Toronto
- Would you love to travel favorite spots
- What's your all-time favorite food
- Favorite food
- What's your all-time favorite food
- What's your all-time favorite food

Anything else you find interesting about yourself?

Slide 5

Onboarding Manual Template

Xiang Xie



Onboarding Manual Template:

Unveiling the Magic of Words: A Overview of "**Onboarding Manual Template**"

In some sort of defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their ability to kindle emotions, provoke contemplation, and ignite transformative change is truly awe-inspiring. Enter the realm of "**Onboarding Manual Template**," a mesmerizing literary masterpiece penned with a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve into the book is central themes, examine its distinctive writing style, and assess its profound effect on the souls of its readers.

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