



## Employee Discount Policy Template

Welcome to our team! We are excited to have you on board. As part of our employee benefits package, we offer a discount program to help you save on purchases. Below is an overview of our employee discount policy:

- **Eligibility:** All full-time employees are eligible to participate in the employee discount program.
- **Discount Amount:** Employees will receive a 20% discount on all company products.
- **Usage:** The discount can be used for personal purchases only and cannot be shared with family or friends.
- **Restrictions:** The discount cannot be combined with any other promotions or discounts.
- **Verification:** Employees may be required to show their employee ID or provide proof of employment to receive the discount.
- **Termination:** If an employee leaves the company, their discount privileges will be terminated.

For more information on our employee discount policy, please refer to our employee handbook or contact HR.

We hope you take advantage of this benefit and enjoy the savings it provides. Thank you for being a valuable member of our team.