

## CBS EMPLOYEE JOINING and EXITING MASTER CHECKLIST

### Instructions:

Below is standard communication method and content to be configured for a sender to receive notification from Corporate emails. Follow these standard messages and in case of new lines to be added they must be approved by HR.

S.N.	Message Type	Message Content
1	Emergency leave	Dear Sender, I am currently on emergency leave. I will have limited access to my email. For urgent inquiries, please contact my colleague <b>FirstName_LastName</b> at <b>Email Address</b> Direct +971 <b>000 0000</b>
2	Annual leave	Dear Sender, I am currently on annual leave and shall return to office by <b>DD.MM.YYYY</b> . For inquiries, please contact my colleague <b>FirstName_LastName</b> at <b>Email Address</b> Direct +971 <b>000 0000</b>
3	Business trip	Dear Sender, I am currently on a business mission and shall return to office by <b>DD.MM.YYYY</b> . I will have limited access to my email. For urgent inquiries, please contact my colleague <b>FirstName_LastName</b> at <b>Email Address</b> Direct +971 <b>000 0000</b>
4	Left Organization	Dear Sender, This email is to inform you that our respected employee <b>FirstName_LastName</b> has left our organization as of <b>DD.MM.YYYY</b> , please direct your enquires to <b>FirstName_LastName</b> , <b>Job Position</b> ( <b>Email Address</b> Direct +971 <b>000 0000</b> , M +971 <b>00 000 0000</b> ) to support you with all of your requests being in-progress or new ones.  Thank you for doing business with us.
5	Out of Office	Dear Sender, I am currently on an event/Exhibition/conference with no access to my emails/with limited access to my emails ( <b>choose whichever is applicable</b> ) I shall return to office by <b>DD.MM.YYYY</b> . For inquiries, please contact my colleague <b>FirstName_LastName</b> at <b>Email Address</b> Direct +971 <b>000 0000</b>