

HR Hotline  
Your HR questions, answered.

 1-844-TPD-HRHL

## Email Template: For Managers

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Dear [Insert Name],

Please be advised that we have signed up for a three month trial of TPD's HR hotline.

**1.844.873.4745**

This hotline provides all leaders within our organization access to TPD's Human Resources professionals. You can call them with any general HR related questions that may arise while working at [INSERT COMPANY NAME].

The number of times you can call per month is unlimited, but subject to TPD's Fair Use Policy which is explained in the attached Terms and Conditions document, which I advise you all to read.

General HR questions such as: My employee is going on Maternity Leave, what do I do? What can I say during a termination? My employee is on Maternity Leave. I like their replacement better, can I replace them? One of my employees has come to me with a sexual harassment claim against another employee. What are my next steps? etc. can be answered during your call.

However, more complex questions that require TPD to investigate our internal documents will be treated as a case. Cases will incur additional charges but no cases will begin without TPD first gaining my approval.

We hope that this service will help you address any HR related problems that may arise within your team in the correct way and assist our organization as a whole by ensuring our employees are treated fairly using the correct HR protocols.

Regards,