

Employee Acknowledgment and Receipt

I hereby acknowledge receipt of the employee handbook of (Company name). I understand and agree that it is my responsibility to read and comply with the policies in the handbook.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. I understand that the policies are subject to interpretation, review, change and removal by management at any time without notice.

Please sign to acknowledge that you've read this handbook and that you are committed to following our policies. If you need any clarifications, feel free to ask HR.

Employee's name in print

Signature of employee

Date

TO BE PLACED IN EMPLOYEE'S PERSONELL FILE