# **Employee Handbook Acknowledgement Form**

| **Employee Name** |  |
| --- | --- |
| **Position** |  |
| **Department** |  |
| **Date** |  |

I confirm that I received a copy of [Company name] Employee Handbook, which explains the company’s policies, procedures, and what’s expected of me as an employee. I understand that it’s my responsibility to read and comply with the guidelines outlined in this book. Should I have any questions or clarifications, I’m aware that I can reach out to my manager or supervisor.

I also understand that the guidelines and content of this handbook can be updated or revised from time to time. When changes are made, I understand that employees will be notified.

Lastly, I agree that this handbook is not intended to be a contract.

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Employee Printed Name Employee Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

### **For employer use only**

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Received by Date Received

(Manager/Supervisor signature)