

Acknowledgment of Receipt of Employee Handbook

The Employee Handbook describes important information about [INSERT COMPANY NAME], and I understand that I should consult the Human Resources Department regarding any questions not answered in the Employee Handbook.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the Employee Handbook may occur. All such changes will be communicated through official notices. I understand that revised information may supersede, modify, or eliminate existing policies.

Furthermore, I acknowledge that this Employee Handbook is neither a contract of employment nor a legal document. I have received the Employee Handbook and I understand that it is my responsibility to read and comply with the policies contained in this Employee Handbook and any revisions made to it.

Employee's Name (printed): _____
Employee's Signature: _____ Date: _____