**Employee Handbook Acknowledgment Form**

**Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name:** |  | | |
| **Job Title:** |  | **Department:** |  |
| **Date:** |  | | |

**Acknowledgment**

I acknowledge that I have received a copy of the **[Company Name] Employee Handbook** dated \_\_\_\_\_\_\_\_\_\_\_\_.

I understand that the handbook contains important information regarding the company’s policies, procedures, benefits, and my responsibilities as an employee. I agree to read and comply with the policies and guidelines set forth in this handbook.

I understand that the policies described in the handbook are subject to change at the sole discretion of the company, and that the company may revise, delete, or add to any of the provisions as it deems necessary.

I further acknowledge that the handbook is not a contract of employment and does not alter my status as an **at-will employee** (if applicable under state law).

If I have any questions regarding the handbook or its policies, I will consult my supervisor or the Human Resources department.

|  |  |  |
| --- | --- | --- |
| **Employee Signature:** |  | |
| **Printed Name:** |  | **Date:** |

|  |  |
| --- | --- |
| Employer/HR Representative Signature: | **Date:** |