

Employee Handbook Acknowledgement Form

Please read and acknowledge the following terms:

I acknowledge that I have received, read, and understood the Employee Handbook. I acknowledge that it is my responsibility to familiarize myself with the policies, procedures, and guidelines contained therein, and to direct any questions to my supervisor or Human Resources.

I understand that the Handbook is not a contract of employment and that the company may modify, rescind, or revise any policy at its sole discretion.

Employee Name

Employee ID

Date

Signature