**ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK**

The Employee Handbook contains important information about {Company name} and I understand that I should consult Human Resources regarding any questions not answered in the handbook.

Since the information, policies, and benefits described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

Furthermore, I understand that this handbook is neither a contract of employment nor a legally-binding agreement. I have had an opportunity to read the handbook, and I understand that I may ask my supervisor or any employee of the Human Resources Department any questions I might have concerning the handbook. I accept the terms of the handbook. I also understand that it is my responsibility to comply with the policies contained in this handbook, and any revisions made to it. I further agree that if I remain with {Company name} following any modifications to the handbook, I thereby accept and agree to such changes.

I have received a copy of {Company name}s Employee Handbook on the date listed below. I understand that I am expected to read the entire handbook. Additionally, I will sign the two copies of this Acknowledgment of Receipt, retain one copy for myself, and return one copy to the Human Resources Department. I understand that this form will be retained in my personnel file.

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Signature of Employee                              Date

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Employee's Name