

Employee Acknowledgment of Receipt and Understanding

Employee Name: _____

Employee ID: _____

Date: _____

Document(s) Received:

- _____
- _____

By signing this form, I acknowledge that I have received a copy of the document(s) listed above. I understand that it is my responsibility to read, understand, and comply with the policies and procedures outlined therein.

I further acknowledge that:

- I have been given the opportunity to ask questions regarding the content of these documents.
- I understand that these documents do not constitute an employment contract.
- I agree to abide by the rules and regulations set forth by the company.

Employee Signature

Manager/HR Representative Signature