```
<div>
    <h2>Employee Acknowledgment</h2>
    <p>
        I, <strong>[Employee Name]</strong>, hereby acknowledge that I
have received, read, and understood the <strong>[Name of
Document/Policy]</strong>. I agree to comply with the terms and
conditions outlined therein.
    </p>
    <p>
        I understand that it is my responsibility to consult with my
supervisor or the Human Resources department if I have any questions
regarding the contents of this document.
    </p>
    <br>
    <p>
        Employee Signature: _____
    </p>
    <p>
        Date: _____
    </p>
    <br>
    <p>
        Witness/Manager Signature: _____
    </p>
    <p>
        Date: _____
    </p>
</div>
```