Employee Acknowledgment of Receipt

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee ID: [Insert Employee ID]

Subject: Receipt of [Insert Title/Subject of Letter or Document]

I, [Employee Name], hereby acknowledge that I have received a copy of the following document(s):

Document Title: [Insert Name of Document]

Date of Document: [Insert Document Date]

By signing below, I confirm that:

- I have received a physical or electronic copy of the document.
- I understand it is my responsibility to read and comply with the contents therein.
- I have been given the opportunity to ask questions regarding the information provided.

I understand that my signature indicates receipt of this document and does not necessarily indicate agreement with all its contents, unless otherwise stated in the document itself.

_____
Employee Signature

_____
Date Signed

_____
Witness/Manager Signature (Optional)