

Employee Acknowledgment Form

Employee Name: _____

Employee ID: _____

Date: _____

I hereby acknowledge that I have received, read, and understood the **[Insert Document Name/Handbook/Policy Name]**.

I agree to comply with the guidelines, policies, and procedures outlined in this document. I understand that if I have any questions regarding these materials, it is my responsibility to consult with my supervisor or the Human Resources department.

Employee Signature

Date Signed