Human Resources Policy Acknowledgment Letter

To: [Employee Name]

Department: [Department Name]

Date: [Date]

Subject: Acknowledgment of Receipt of Human Resources Policies

I hereby acknowledge that I have received a copy of the [Company Name] Human Resources Policy Manual (the "Handbook").

By signing this letter, I confirm the following:

- I understand that it is my responsibility to read, understand, and comply with all policies, rules, and guidelines contained within the Handbook.
- I understand that these policies are intended to provide guidance regarding my employment and do not constitute an employment contract.
- I am aware that the company reserves the right to modify, amend, or terminate any policies at its sole discretion, with or without notice.
- I understand that if I have questions regarding any information in the Handbook, I should consult my supervisor or the Human Resources Department.

I have read this acknowledgment carefully and understand its terms.

_____
Employee Signature

_____
Printed Name

_____
Date Signed

Note to Employee: Please sign and return this original form to the Human Resources Department. A copy will be provided for your personal records upon request.