

[Company Name]
[Project Name]

[Document Name]
[Version Number]

Acknowledgement Form

Ensure that your employees/students understand that it is their responsibility to read and understand this Employee Handbook. Insert the acknowledgment up front so that the employee/student cannot miss it and hopefully ensure that they actually read the handbook.

The acknowledgment statement should be signed by the employee, within a reasonable time (e.g. 1 week) and returned to the appropriate personnel representative. It is important that the acknowledgment be clear without sounding ominous or threatening.

Set aside some time and have your employee read the handbook during the orientation process, or provide an extra thirty minutes at a lunch break during the first week for this express purpose. Then encourage the employee to take it home and further review during the second week of employment. Schedule a meeting with the employee at the end of the second week, or Monday of the beginning of the third week (no later), to answer any questions and obtain the signed acknowledgment; or have the personnel department set it up, as appropriate.

This employee handbook has been prepared for your information and understanding of the policies, practices and benefits of [COMPANY].

PLEASE READ IT CAREFULLY.

I have familiarized myself with the contents of this handbook. By signing this document, I acknowledge, understand, accept and agree to comply with the information contained in Employee Handbook provided to me by [COMPANY]. I understand this handbook is not intended to cover every situation which may arise during my employment, but is simply a general guide to the goals, policies, practices, and benefits and expectations of [COMPANY].

I understand that [COMPANY] Employee Handbook is not a contract of employment and should not be deemed as such, and that I am an employee at will.

Upon completion of your review of this handbook, please sign the statement below, and return to your personnel representative by the due date.

Employee's Printed Name

Employee's Signature

Date

Company's Signature

Date

I, _____, have received and read a copy of the [COMPANY] Employee Handbook which outlines our goals, policies, benefits and expectations, as well as my responsibilities as an employee. |