

Employee Handbook Acknowledgment Form

EMPLOYEE HANDBOOK ACKNOWLEDGMENT

Receipt

I, [EMPLOYEE NAME], acknowledge that I have received a copy of the [COMPANY NAME] Employee Handbook, version dated [HANDBOOK DATE], and I understand that it is my responsibility to read it, ask questions about anything I do not understand, and follow the policies it contains.

Key understandings

- **At-will employment:** Unless I have a separate written agreement signed by [AUTHORIZED OFFICER TITLE], my employment is at-will and may be ended by either party at any time, with or without cause or notice. Nothing in the handbook is a contract or guarantee of employment.
- **Policies may change:** The Company may add, change, or remove policies at any time, with or without notice, except that the at-will relationship can only be modified in a signed writing as described above.
- **Anti-harassment & reporting:** I have read the anti-harassment, discrimination, and retaliation policies, including how and where to report concerns: [REPORTING CONTACTS/METHODS].
- **No expectation of privacy:** I understand the Company's policies on monitoring of Company systems, equipment, and communications as described in the handbook.

Signature

Employee signature: _____ Date: _____

Printed name: [EMPLOYEE NAME] | Department: [DEPARTMENT]

For HR use only — Received by: _____ Date: _____ Filed: [] Yes Handbook version:

General template only — not legal advice. Have employment counsel review before use, especially for state-specific requirements. Downloaded from AskHrAI (<https://askhr.ai/forms/handbook-acknowledgment>).