[Your logo here]

**Employee Handbook Acknowledgment**

[Your organization name]

[Your organization] wishes to maintain a work environment that fosters personal and professional growth for all employees. Maintaining such an environment is the responsibility of every person working for [Your organization]. As part of that commitment, [Your organization] has implemented an Employee Handbook which describes various aspects of the working relationship between the organization and each of its employees. A copy of this handbook is accessible online to each employee when he/she begins service with [Your organization]. We believe it is important for each employee to carefully read this handbook and make certain that he/she understands the benefits outlined there, as well as the expectations of him/her. This handbook does not constitute a contract of employment, and yet any and all questions should be clarified before beginning employment.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ acknowledge that I have received, read, and understood the provisions of the handbook and accept the expectations outlined. I also acknowledge that it is my responsibility to ask my supervisor if I have any questions in order to comply with the policies and procedures.

Handbook Version / date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (Print or Type): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_