

[Company name]

Employee Handbook Acknowledgment

Handbook version: [version or effective date]

Version A: Receipt and responsibility

I acknowledge that I have received a copy of the [Company name] Employee Handbook, version [version or effective date], or have been told where the current version is kept and how to open it.

I understand that it is my responsibility to read the handbook, to ask my manager or Human Resources about anything I do not understand, and to follow the policies it contains.

I understand that [Company name] may change the handbook, that the current version always replaces earlier ones, and that I will be asked to acknowledge the new version when it changes.

I understand that the handbook is a guide to policies and practices and is not a contract of employment or a promise of employment for any length of time.

[Where applicable, add the at-will or employment-status wording your employment counsel provides for your state or country.]

Employee name: _____

Signature: _____ Date: _____

This form is a starting draft from AllyMatter, Inc. It is general information, not legal advice. Adapt it to your company and have your employment counsel review the wording before use. allymatter.com

[Company name]

Employee Handbook Acknowledgment

Handbook version: [version or effective date]

Version B: Read and agree

I confirm that I have read the [Company name] Employee Handbook, version [version or effective date], and that I understand the policies it contains.

I agree to follow these policies and understand that not following them may lead to action under the handbook's procedures.

I understand that [Company name] may change the handbook, that the current version always replaces earlier ones, and that I will be asked to acknowledge the new version when it changes.

I understand that the handbook is a guide to policies and practices and is not a contract of employment or a promise of employment for any length of time.

[Where applicable, add the at-will or employment-status wording your employment counsel provides for your state or country.]

Employee name: _____

Signature: _____ Date: _____

This form is a starting draft from AllyMatter, Inc. It is general information, not legal advice. Adapt it to your company and have your employment counsel review the wording before use. allymatter.com