

**This document involves employment or workplace-compliance obligations that vary by state and by employer size. It is a general starting point only — not legal advice — and should be reviewed by an employment attorney licensed in your state before use.**

## **Employee Handbook Acknowledgment**

**Employee:** [Employee name] **Date:** [Date]

### **1. Receipt**

I acknowledge that I have received a copy of [Company name]'s Employee Handbook (the "Handbook"), either in print or electronically, and that I am responsible for reading and understanding it.

### **2. Not a Contract**

I understand that the Handbook is a general guide to Company policies and does not create an employment contract, and does not alter the at-will nature of my employment (if applicable). Nothing in the Handbook guarantees employment for any specific duration.

### **3. Policies May Change**

I understand that [Company name] may add, change, or eliminate any policy in the Handbook at any time, with or without notice, except where a specific policy states otherwise.

#### **4. Questions**

I understand that I should direct any questions about the Handbook or its policies to [HR contact/manager name].

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#### **Acknowledgment**

I confirm the above and agree to comply with the Handbook's policies.

[Employee name] ("Employee")

Signature: \_\_\_\_\_ Printed name: \_\_\_\_\_ Date: \_\_\_\_\_

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