EMPLOYEE ACKNOWLEDGMENT FORM

I, [Employee's Full Name]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, acknowledge that I have received a copy of the ###YOUR BUSINESS NAME### Employee Handbook and have read, understood, and agreed to comply with the company policies outlined therein. I understand that it is my responsibility to familiarize myself with the contents of the Employee Handbook and to seek clarification from my supervisor or the HR department if I have any questions.

I further acknowledge that my employment with ###YOUR BUSINESS NAME### is at-will, which means that either I or the company may terminate the employment relationship at any time, with or without cause and with or without notice.

By signing this acknowledgment, I agree to abide by the rules, regulations, and policies set forth in the Employee Handbook, as well as any updates or revisions made to these policies during the course of my employment. I understand that failure to comply with company policies may result in disciplinary action, up to and including termination of employment.

I also understand that the information contained in the Employee Handbook is considered confidential and proprietary to ###YOUR BUSINESS NAME###. Therefore, I agree not to disclose or share any of the contents of the Employee Handbook with individuals who are not employees of ###YOUR BUSINESS NAME###.

I acknowledge that I have been provided the opportunity to ask questions about any of the policies or procedures in the Employee Handbook and that my signature below indicates my understanding and acceptance of these policies.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_