

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT AND RECEIPT

Company: [Employer's full legal business name] ("the Company")

Handbook: [Title of handbook, e.g. Employee Handbook]

Edition or effective date: [date or version number]

Employee name: [Employee's full name]

Job title and department: [job title, department]

Date handbook provided: [date]

1. Receipt of the handbook

I confirm that I received the Company's employee handbook named above, in the following way:

- ☐ A printed copy was given to me
- ☐ An electronic copy was sent to me at [email address]
- ☐ I was given access to the handbook electronically at [location, e.g. intranet page or HR system], and I know how to open it

I understand I can ask for a printed copy at any time by contacting the person named in Section 6.

2. Reading and following the policies

I agree to read the handbook within [number] days of the date above, if I haven't already. I understand that I'm expected to follow the policies in it, and that breaking a policy may lead to discipline, as described in the handbook.

If something in the handbook isn't clear to me, I'll ask the person named in Section 6 or my manager.

3. Changes to the handbook

I understand that the Company may add to, change or remove policies in the handbook from time to time, and that it will tell employees about changes in writing (which may be by email or an electronic notice). A change applies from the date stated in the Company's notice. I may be asked to sign a new acknowledgement when the handbook is updated.

If a policy in the handbook conflicts with a written agreement signed by me and an authorized representative of the Company, the signed agreement controls. If a policy conflicts with the law, the law controls.

4. The handbook is not a contract

I understand the handbook is a summary of the Company's policies, practices and benefits. It is not a contract of employment, and it does not promise employment, pay or benefits for any particular length of time. Benefit plans are governed by their official plan documents.

☐ **At-will statement (include only if it fits your state and your employment agreements):** I understand that my employment is at-will, which means either the Company or I may end it at any time, with or without cause or notice, unless the law or a written agreement signed by me and [title of authorized officer] says otherwise. Nothing in the handbook changes this.

Note: at-will rules differ by state. Montana, for example, limits at-will termination after a probationary period. Adapt or remove the at-will statement for your state.

5. My rights are not limited

Nothing in the handbook or this acknowledgement stops me from reporting a possible violation of law to a government agency, taking part in a government investigation, or exercising any other right the law protects, including discussing my wages, hours or working conditions where the law protects that.

6. Questions

For questions about the handbook, contact:

Name or role: [e.g. HR manager or owner]

Email: [email]

Phone: [phone]

7. Electronic signature

I agree that this acknowledgement may be signed electronically, and that an electronic signature has the same effect as a handwritten one. The Company will keep this acknowledgement in my personnel file, and I may ask for a copy.

Signatures

Employee

Signature: _____

Name: [full name]

Date: [date]

For Company use only

Received by: [name and title]

Date filed: [date]

Handbook edition on file: [date or version number]