Employee handbook acknowledgment form

Company: _____

Handbook version or date: _____

I acknowledge that I have received a copy of the employee handbook, or been told how to access it electronically. I understand that it is my responsibility to read it, follow its policies, and ask [HR contact] about anything I do not understand.

I understand that the handbook is not a contract of employment and that the company may change, add or remove policies, with written notice to employees. I understand that my employment is at will, meaning that either I or the company may end it at any time, except where state law or a signed written agreement says otherwise.

I understand that nothing in the handbook prevents me from discussing my wages, hours or working conditions, or from filing a complaint with a government agency.

Employee name (print): _____

Job title: _____

_____ _____

Employee signature Date

_____ _____

Received by (company representative) Date

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