**ACknowledgement of employee handbook**

[INSERT ORGANIZATION LOGO HERE]

I have received my copy of the [ORGANIZATION] Employee Handbook. I understand that, by executing this acknowledgement, I am affirming my agreement to follow the rules, regulations and service standards as outlined in the Handbook, including specifically, but without limitation, the standards of conduct.

I understand that the Employee Handbook sets forth the current policies and rules of [ORGANIZATION] and that it is not intended to be and is not an employment contract between myself and [ORGANIZATION ], and that management retains the discretion to amend, withdraw or modify the provision of this Handbook at any time, with or without notice to me.

|  |  |
| --- | --- |
| Employee Name |  |
| Employee Signature |  |
| Date |  |

|  |
| --- |
| **NOTES** |
|  |