Employee Handbook Acknowledgment Form

Employer: _____

The handbook

Handbook name: _____

Version: _____ **Effective date:** _____

Provided on (date): _____ **Language:** _____

How it was provided:

☐ Printed copy ☐ Email ☐ Intranet or online ☐ In a meeting

☐ Other: _____

Acknowledgment

I acknowledge that I received the employee handbook named above, in the version and on the date shown. I have read it, and I understand that I am expected to follow the policies in it. If I have questions about it, I can ask _____ (name or role).

Employee

Name: _____

Job title or department: _____

Employee ID (optional): _____

Signature: _____ **Date signed:** _____

For the employer

Received by: _____ **Date:** _____

Where the signed form is kept: _____

Use one form for each employee, for each version of the handbook. Keep the signed form with the copy of the handbook version it refers to. Free template from Ethica: getethica.com/resources/employee-handbook-policy-acknowledgments