

# EMPLOYEE HANDBOOK ACKNOWLEDGMENT

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This Employee Handbook Acknowledgment (this "**Acknowledgment**") is entered into as of [EFFECTIVE DATE] (the "**Effective Date**") by and between:

[COMPANY LEGAL NAME], a [STATE] [ENTITY TYPE, e.g. limited liability company] with its principal place of business at [COMPANY ADDRESS] (the "**Company**"); and

[EMPLOYEE FULL NAME], an individual (the "**Employee**").

Company and Employee are each a "**Party**" and together the "**Parties**."

**Recitals.** The Company maintains an Employee Handbook (the "**Handbook**") that describes its policies, expectations, and benefits. The Company has provided the Handbook to the Employee, and the Company wishes to document that the Employee received it, has had the opportunity to read it, and understands its key terms. The Employee wishes to confirm receipt and understanding. This Acknowledgment records that confirmation and is not itself an employment contract. In consideration of the mutual statements below, the Parties agree as follows.

## 1. Receipt of the Handbook

**1.1 Receipt.** The Employee acknowledges receiving a copy of the Handbook, dated or versioned [HANDBOOK VERSION / DATE], in [PRINT / ELECTRONIC] form.

**1.2 Opportunity to read.** The Employee acknowledges having had the opportunity to read the Handbook and to ask questions about any policy the Employee did not understand.

**1.3 Access for reference.** The Employee acknowledges knowing how to access the Handbook for future reference at [LOCATION / INTRANET / HR CONTACT].

## 2. Understanding and Responsibility

**2.1 Responsibility to read.** The Employee understands that it is the Employee's responsibility to read, understand, and comply with the Handbook and the Company's policies.

**2.2 Questions.** The Employee understands that questions about any policy should be directed to [SUPERVISOR / HR CONTACT].

**2.3 Ongoing duty.** The Employee understands that compliance with the Handbook is a continuing obligation throughout employment, not a one-time matter.

## 3. Policies Not a Contract

**3.1 No contract of employment.** The Employee understands that the Handbook and this Acknowledgment are not an employment contract and do not guarantee employment for any specific period or create any contractual

rights.

**3.2 Guidelines only.** The Employee understands that the Handbook provides general guidelines and that the Company retains discretion to interpret and apply its policies, except where applicable law provides otherwise.

**3.3 No reliance.** The Employee understands that no statement in the Handbook is a promise of specific treatment in a specific situation, except where required by law.

## 4. At-Will Employment

**4.1 At-will status.** Where applicable, the Employee understands and acknowledges that employment with the Company is "at-will," meaning that either the Employee or the Company may end the employment relationship at any time, with or without cause and with or without notice, subject to applicable law.

**4.2 No modification by Handbook.** The Employee understands that nothing in the Handbook changes the at-will relationship, and that only a written agreement signed by **[AUTHORIZED OFFICER / TITLE]** can modify at-will status.

**4.3 Local-law exceptions.** The Employee understands that the at-will principle is subject to any contrary requirements of applicable law and to any separate written agreement between the Parties.

## 5. Right to Modify Policies

**5.1 Company discretion.** The Employee understands that the Company may add to, change, suspend, or withdraw any policy in the Handbook at any time, with or without prior notice, except as limited by applicable law.

**5.2 Superseding versions.** The Employee understands that the most current version of a policy supersedes all earlier versions and any conflicting prior statements.

**5.3 Notice of changes.** The Employee will review updates the Company distributes and may be asked to sign a new acknowledgment for material changes.

## 6. Specific Policies Acknowledged

**6.1 Key policies.** The Employee acknowledges reviewing and understanding the Handbook's policies on, among others: anti-harassment and anti-discrimination, workplace safety, confidentiality and data protection, electronic-communications and acceptable use, attendance and time off, and the complaint or reporting procedure.

**6.2 Reporting obligations.** The Employee understands how to report suspected violations, harassment, safety concerns, or misconduct, and that the Company prohibits retaliation for good-faith reports.

**6.3 Protected rights.** The Employee understands that nothing in the Handbook or this Acknowledgment limits any right protected by law, including the right to discuss wages or working conditions or to report concerns to a government agency.

## 7. Electronic Records and Acknowledgment

**7.1 Electronic acknowledgment.** The Employee agrees that signing this Acknowledgment electronically has the same effect as a handwritten signature and that an electronic copy is admissible as evidence of the Employee's acknowledgment.

**7.2 Recordkeeping.** The Employee understands that the Company will retain this Acknowledgment in its records.

7.3 **No waiver of policies.** The Company's failure to enforce any policy in a particular instance is not a waiver of the policy.

8. General Provisions

8.1 **Governing law.** This Acknowledgment is governed by the laws of the State of [STATE], without regard to its conflict-of-laws rules, and is subject to the mandatory employment laws of the Employee's work location.

8.2 **Severability.** If any provision of this Acknowledgment is unenforceable, the rest remains in effect.

8.3 **Entire acknowledgment.** This Acknowledgment, together with the Handbook it references, reflects the Employee's understanding of the Company's policies as of the Effective Date and supersedes prior acknowledgments on the same subject.

By signing below, the Employee confirms that the Employee has received the Handbook, has had the opportunity to read and ask questions about it, and understands the statements in this Acknowledgment, including the at-will and right-to-modify provisions.

COMPANY	EMPLOYEE
Signature: _____	Signature: _____
Printed name: [NAME]	Printed name: [EMPLOYEE NAME]
Title: [TITLE]	Title: N/A
Date: _____	Date: _____

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