

Employee Handbook Acknowledgment

Receipt confirmation & signature

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This form records that the Employee named below received the company handbook and accepts responsibility to read and follow it. Replace this placeholder with wording reviewed by your HR team or attorney — policy and acknowledgment rules vary by country and state.

Employee

Employee name

Department

Job title

Handbook version / date received

Acknowledgment

I acknowledge that I have received the employee handbook. I understand it is my responsibility to read it, follow the policies it contains, and ask HR about anything I do not understand.

I have received and read the handbook

Signature

The employee signs and dates to confirm receipt of the handbook.

Employee signature

Date

Fillable PDF handbook acknowledgment. General-purpose layout, not legal advice.