

October 22, 2025

Dear Clara Evans,

This document confirms that you have received and read **TechNova Inc.'s Employee Handbook** and agree to comply with the company's policies and code of conduct.

Please sign and return a copy of this acknowledgement to the HR department.

Employee Name: Clara Evans

Position: UX Designer

Signature: _____

Date: _____

Best regards,

John Smith

HR Department

TechNova Inc.