{{CurrentDate}}

Dear {{Name}},

This document confirms that you have received and read **{{CompanyName}}’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: {{Name}}

Position: {{Position}}

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Best regards,

**{{HRName}}**

HR Department

{{CompanyName}}