



Acme Corporation Employee Handbook

Acknowledgment

This acknowledgment confirms that the employee listed below has received, read, and understood the **Acme Corporation** Employee Handbook. The employee agrees to comply with the policies and procedures contained therein.

Employee Name: Bugs Bunny

Job Title: Senior Sales Executive

Supervisor: Mr. Elmer Fudd

Department: Sales

Employee ID: AC11111

Start Date: 2021-04-15

I acknowledge that I have received access to the **Acme Corporation** Employee Handbook and understand that it is my responsibility to read and comply with the policies, procedures, and guidelines contained therein. I also understand that failure to adhere to these policies may result in disciplinary action, up to and including termination of employment, as determined by **Acme Corporation**.

Employee Signature: \${signfield:1:y:Employee_Signature:_____}

Date Signed: \${datefield:1:y:Date_Signed:_____}

*The policies described in this handbook may be amended, modified, or discontinued at anytime at the sole discretion of **Acme Corporation**. This acknowledgement does not constitute a contract of employment for a specific duration. For questions, contact HR at hr@acme-corp.com.*