**Note:**

Requiring employees to sign an acknowledgment form may prevent later claims of unawareness about changes to company policies. We strongly encourage you or your human resources supervisor keep a file containing one copy of each policy that has been in effect since the distribution of the first employee manual. A copy of each memorandum that was ever distributed should be kept with all acknowledgment forms that are returned by your employees and kept in their personnel files.

If you distribute your employee manuals electronically, it may be simpler to provide a complete copy, as revised, or to provide a link to a company Intranet location where the new manual can be found, rather than providing only the revised section(s) to employees. Hard copies of the employee acknowledgements should still be obtained and retained in employee personnel files, however.

***(Delete these instructions before printing the forms below)***

**Memorandum to Employee Manual**

TO:

All Employees

FROM:

DATE:

REGARDING: New Policy for Your Employee Manual

Attached is [Your Company Name] new policy for your Employee Manual regarding:

Title: , Section:

**This new policy is effective from the date at the top of this page.**

It replaces the former policy:

Title: , Section:

Please remove the old policy from your Employee Manual and destroy it or return it to me, then insert the attached new policy in its place, or, if stored electronically, replace your entire Employee Manual with a new one, reflecting these revisions. Once you have read and understood the new policy, please sign this attached acknowledgment

and return it to your supervisor within one week. Please contact me or your supervisor with any questions about this new policy.

Thank you.

Acknowledgment of Amendment(s) to Employee Manual

# I acknowledge that I have received and read the new Employee Manual policy Title: , Section:

I understand that this policy replaces the Employee Manual policy

Title: , Section:

I have removed that policy from my Employee Manual, destroyed it or returned it to human resources, and replaced it with the new Employee Manual policy.

I understand that is my responsibility to read and understand this policy and that I will ask my supervisor or human resources if I have any questions about this new policy.

(Employee’s name – printed)

(Employee signature)

Date: