ABC Company Ltd.

Sholinganur

Chennai, 600119

JoiningDate

EmpName

Pos

JoiningDate

Dear EmpName ,

Welcome to ABC Company Ltd. We are delighted to have you on board as a valuable member of our team. As part of your onboarding process, you have been provided with a copy of our Employee Handbook.

The Employee Handbook is a comprehensive guide that outlines our company's policies, procedures, and code of conduct. It is essential for all employees to familiarize themselves with the content to ensure a smooth and productive work environment.

By signing this acknowledgment, you confirm that you have received a copy of the Employee Handbook and that you understand its contents. If you have any questions or require clarification on any policies, please do not hesitate to reach out to the Human Resources Department.

Please review the handbook carefully, as adherence to its guidelines is crucial to maintaining a positive workplace culture. Your compliance with the policies outlined in the handbook is expected and appreciated.

By signing below, you acknowledge that you have received, read, and understood the contents of the ABC Company Ltd. Employee Handbook.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for your cooperation, and we look forward to your continued success with ABC Company Ltd .

Sincerely,

HR\_Name

HR Manager

[**pranavsundar08@outlook.com**](mailto:pranavsundar08@outlook.com)