|  |  |  |  |
| --- | --- | --- | --- |
| **Employee** | **I acknowledge that I have read and understand my given role and responsibilities and am capable of performing all of the stated requirements.** | | |
| **Name** | «${jd.EmployeeName}» | | |
| **Signature** |  | **Date (DD-MMM-YYYY)** | «${jd.AgreeDate}» |

|  |  |  |  |
| --- | --- | --- | --- |
| **Team Manager/Head of Department** | **I acknowledge that an overview of this job description has been given to the employee above.**  **The date assigned in position is «${jd.AssignDate}»(Date: DD-MMM-YYYY).** | | |
| **Name** | «${jd.ManagerName}» | **Title** | «${jd.ManagerTitle}» |
| **Signature** |  | **Date (DD-MMM-YYYY)** | «${jd.ApprovedDate}» |