**ACKNOWLEDGEMENT OF EMPLOYEE HANDBOOK FORM**

I have received my copy of the [ORGANIZATION] Employee Handbook. I understand that, by executing this acknowledgement, I am affirming my agreement to follow the rules, regulations and service standards as outlined in the Handbook, including specifically, but without limitation, the standards of conduct.

I understand that the Employee Handbook sets forth the current policies and rules of [ORGANIZATION] and that it is not intended to be and is not an employment contract between myself and [ORGANIZATION ], and that management retains the discretion to amend, withdraw or modify the provision of this Handbook at any time, with or without notice to me.

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| --- | --- |
| Employee Name (please print) |  |
| Employee Signature |  |
| Date |  |
| Notes: |  |