

[Company Letterhead]

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

I, **[Employee Full Name]** (NIC No. [xxxxxxxxxV / xxxxxxxxxxxx]), employed as **[Designation]** in the [Department] of **[Company Name]**, confirm that:

1. I have received a copy of the [Company Name] Employee Handbook, version [1.0], effective [DD Month YYYY], [in print / by email / on the employee app].
2. I have read it and had the opportunity to ask questions about it.
3. I understand that the handbook forms part of my conditions of employment together with my letter of appointment, that the letter of appointment prevails where the two differ, and that the Company may amend the handbook with notice.
4. I understand the attendance, leave, overtime, code of conduct, disciplinary and grievance provisions, and that breaches of the code of conduct may lead to disciplinary action.

Signature:

[Employee Full Name]

Date: [DD Month YYYY]

Witnessed by: [Name], [Designation], HR · Date: [DD Month YYYY]

A signed copy is placed on the employee's personal file; the employee keeps a copy.

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