**Employee Handbook Acknowledgment and Receipt**

I have received my copy of the Employee Handbook.

The employee handbook describes important information about COMPANY, and I understand that I should consult my manager or Human Resources regarding any questions not answered in the handbook. I have entered into my employment relationship with COMPANY voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or COMPANY can terminate the relationship at will, with or without cause, at any time, so long as there is not violation of applicable federal or state law.

This handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with COMPANY. By distributing this handbook, the company expressly revokes any and all previous policies and procedures that are inconsistent with those contained herein.

I understand that, except for employment-at-will status, any and all policies and practices may be changed at any time by COMPANY, and the company reserves the right to change my hours, wages and working conditions at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies. Only the [Position Title] of COMPANY has the ability to adopt any revisions to the policies in this handbook.

I understand and agree that nothing in the Employee Handbook creates, or is intended to create, a promise or representation of continued employment and that employment at COMPANY is employment at will, which may be terminated at the will of either COMPANY or myself. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by COMPANY or myself.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

**Employee Name:**

**Employee Signature:**

**Date:**

**Employer Representative:**

**Signature:**

**Date:**