THIS POLICY IS LEGALLY DESIRABLE

SAMPLE HANDBOOK ACKNOWLEDGMENT

This is to certify that I have received a copy of ABC Company’s employee handbook and that I have read and understand its contents. I understand that it is not a binding contract but a set of guidelines for the implementation of personnel policies. I understand that ABC Company may modify any of the provisions of this handbook at any time, with or without notice, and may deviate from any provision of this handbook in its sole discretion.

I understand and acknowledge that the provisions of this handbook do not change my status as an at will employee of ABC Company and that my employment may be terminated at any time, either by me or by the Company, with or without cause and with or without notice. I understand that no representative of the Company, other than the President, has the authority to enter into any agreement that changes the nature of our at will employment relationship or deviates from the provisions in this handbook.

I acknowledge that I do not in any way rely upon the provisions of this employee handbook in accepting or continuing my employment with the Company.

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Employee Signature

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Employee Name (Printed)

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Date