
Policy Acknowledgment Form Sample

Employee Information

- Full Name: _____
- Employee ID: _____
- Department: _____
- Supervisor: _____
- Date: _____

Acknowledgment Statement

I acknowledge that I have received and read the [Company Name] Policy Handbook, which outlines the company's policies, procedures, and employee responsibilities. I agree to follow all policies as stated and understand that failure to do so may result in disciplinary action.

I understand that the policies contained in the handbook may be subject to updates, and I agree to comply with any new policies communicated to me in the future.

Employee Signature

- Signature: _____
- Date: _____

Supervisor Signature (if required)

- Signature: _____
- Date: _____