

HR SOP Acknowledgment Form

I, _____, hereby acknowledge that I have received, read, and understood the Human Resources Standard Operating Procedures (HR SOPs) provided to me by the company. I understand that these SOPs outline important policies, procedures, and responsibilities related to my role.

Employee Full Name: _____

Department: _____

Job Title: _____

Date of Receipt: _____

Declaration:

- I have read and understood the HR SOPs.
- I agree to comply with the policies and procedures outlined.
- I understand that failure to comply may result in disciplinary action.

Employee Signature: _____ Date: _____

Supervisor's Name: _____

Signature: _____