



Terms and Conditions for Employee Manual Clauses

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EMPLOYEE ACKNOWLEDGEMENT FORM

Example 1

The employee manual describes important information and understanding of policies, philosophies and practices and benefits of our establishment. I understand that I should consult management regarding any questions not answered in this manual. I have entered into my employment relationship with [company] voluntarily and acknowledge either [company] or I can terminate the relationship at will, with or without cause, at any time, as long as there is no violation of applicable federal or state or local law.

Since the information, policies and benefits stated here are necessarily subject to change, I acknowledge that revisions to the manual may occur. All such changes will be communicated through official notices.

Furthermore, I acknowledge that his handbook is neither a contract of employment nor a legal document. I have received the handbook and I understand that it is my responsibility to read and comply with policies carefully contained in this manual and any revisions made to it.

Employee's Full Name: _____ Employee's Signature: _____

Date: _____

Example 2

I hereby acknowledge receiving a copy of [company's] employee handbook. I recognize it is under my best interest to study and learn to proper procedures listed in this packet. I am also aware that this handbook may be revised at any time, and that I am responsible to learn, and implement any changes to these policies while working for the company. I understand that this manual is not a contractual obligation to my employment and that my relationship with [company] is on an "at will" basis, and both the company and I have the right to terminate my employment at any time.

Signature: _____

Date: _____ Social

Security Number: _____

Example 3

I _____, hereby acknowledge that I have read a copy of [company's] Employee Manual.

I understand that copies of the employee manual are always available to me at the manager's office. I understand that this manual is not a contract and the information in it may be changed by the company from time to time.

I understand that this manual is not a contract, expressed or implied, guaranteeing employment for any specific duration. Although [company] hopes that your employment relationship with us be long-term, either you or the company may terminate this relationship at any time, with or without cause or notice.

I further acknowledge that I have read, understand and agree to abide by all of the rules, policies, procedures and regulations in this manual.

Signed _____

Social Security Number _____

Date _____