

# Employee Handbook Receipt Acknowledgment

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The employee handbook describes important information about [Company Name], and I understand that I should consult human resources regarding any questions not answered in the handbook. I have entered into my employment relationship with [Company Name] voluntarily and acknowledge that there is no specified length of employment. **Accordingly, either I or [Company Name] 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.**

I understand and agree that no manager, supervisor, or representative of [Company Name] has any authority to enter into any agreement for employment other than at-will. Only the President of the company has the authority to make any such agreement and then only in writing signed by the President of [Company Name].

This manual 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 your employment with [Company Name]. By distributing this handbook, [Company Name] expressly revokes any and all previous policies and procedures which 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 Name], 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.

**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 Name] is employment at-will, which may be terminated at the will of either [Company Name] 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 Name] 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's signature

\_\_\_\_\_  
Employee's name (print)

\_\_\_\_\_  
Date

**TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE**