

## Acknowledgement and Receipt of Employee Manual

I understand that:

The statements contained in the Employee Manual (the "Manual") are intended to serve as general information concerning **Insert your company name** and with respect to its existing policies, procedures, and practices of employment and employee benefits.

Nothing contained in the Manual is intended to create, nor shall be construed as creating, an expressed or implied contract or guarantee of employment for a definite or indefinite term.

From time to time **Insert your company name** may need to clarify, amend and/or supplement the information contained in the Manual.

I have read the **Insert your company name** Manual and have asked any questions I may have concerning the Manual.

I will not reveal the contents of this Manual to anybody outside the Company, except retained professionals, without express permission of Management.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Location: \_\_\_\_\_