

Receipt of XYZ Company Employee Handbook

I acknowledge that I have received a copy of the XYZ Company Employee Handbook. I agree to read it thoroughly, including the statements describing the purpose and effect of the handbook.

I understand that this handbook is designed to introduce employees to the organization, familiarize them with Company policies, provide general guidelines on work rules, disciplinary procedures and other issues related to employment with XYZ Company, and to help answer many of the questions that may arise in connection with employment at XYZ Company.

I understand that this handbook and any other provisions contained in it do not constitute a guarantee of employment or an employment contract, express or implied. I understand that XYZ Company is an "at will" employer and as such, employment with XYZ Company is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. No supervisor or other representative of the company (except the President, in writing) has the authority to enter into any agreement of employment for any specified period of time, or to make any agreement contrary to the above.

In addition, I understand that this handbook states XYZ Company policies and practices in effect on the date of publication. I understand that nothing contained in the handbook may be construed as promising future benefits or a binding contract with XYZ Company for benefits or for any other purpose. Personnel policies are applied at the discretion of XYZ Company. XYZ Company reserves the right to change, withdraw, apply or amend any of our policies or benefits, including those covered in this handbook, at any time. XYZ Company may notify employees of such changes via email, by posting on the Company's intranet, portal or website, or via a printed memo, notice, amendment to or reprinting of this handbook, but may, in its discretion, make such changes at any time, with or without notice and without a written revision of this handbook.

By signing below, I acknowledge that I have received a copy of the XYZ Company Employee Handbook, and I understand that it is my responsibility to read and comply with the policies contained within it and any revisions made to it. Furthermore, I acknowledge that I am employed at will and that this handbook is neither a contract of employment nor a legal document.

Signature

Date

Please print your full name

Please sign and date one copy of this notice, and then return it to Human Resources. Retain a second copy for your reference.