

Employee Privacy Policy Acknowledgment

Date: _____

To: [Employee Name]

From: [Company Name]

Dear [Employee Name],

This letter serves to confirm your acknowledgment of the Employee Privacy Policy provided to you. The policy outlines how [Company Name] collects, uses, stores, and protects personal information as part of our operations.

Please sign below to indicate that you have received, read, and understood the Employee Privacy Policy.

Employee Signature: _____

Date: _____

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]