

HR Policy Acknowledgment Request

Dear [Employee's Name],

This letter serves as a formal request for you to acknowledge receipt and understanding of the updated Human Resources policies outlined in the employee handbook.

Please review the policies carefully and confirm your acknowledgment by signing and returning the attached acknowledgment form by [Due Date]. Your signature will indicate that you have received, read, and understood the policies.

If you have any questions regarding the policies, do not hesitate to reach out to the HR department.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

Attachment: Acknowledgment Form