

HR Policy Acknowledgment Form

Date: _____

To: **[Employee's Name]**

Position: **[Employee's Position]**

Dear [Employee's Name],

This letter serves as an acknowledgment of the HR policies and procedures that have been provided to you. Please read the attached document carefully, as it outlines important information regarding your employment at [Company Name].

By signing below, you acknowledge that you have received, read, and understand the HR policies and agree to abide by them.

Employee Signature

Date: _____

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

Thank you,

[HR Manager's Name]
HR Department
[Company Name]