

# Compliance Policy Acknowledgment Letter

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

Employee Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Department: \_\_\_\_\_

Dear [Employee Name],

This letter serves as an acknowledgment of your receipt and understanding of the company's compliance policy. We expect all employees to adhere to the guidelines set forth in this policy to ensure a safe and lawful working environment.

By signing below, you confirm that you have read, understand, and agree to comply with the policies outlined in the compliance manual.

Should you have any questions regarding this policy, please do not hesitate to reach out to your supervisor or the HR department.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

\_\_\_\_\_

Employee Signature

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