

# Acknowledgment of Employee Handbook Changes

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee ID: [Insert Employee ID]

Department: [Insert Department]

Dear [Employee Name],

This letter serves as acknowledgment of the recent changes made to the Employee Handbook. We appreciate your commitment to understanding and adhering to the updated policies and procedures outlined within.

Please take the time to review the changes, which include:

- [Change 1 Description]
- [Change 2 Description]
- [Change 3 Description]

By signing below, you confirm that you have received and understand the updated Employee Handbook.

Signature: \_\_\_\_\_

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

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]