

Contract Awareness Declaration

Date: _____

To: [Employee Name]

Position: [Employee Position]

Department: [Department Name]

Dear [Employee Name],

This letter serves as a formal acknowledgement that you have received and reviewed your employment contract and any related documents. By signing this declaration, you confirm that you understand the terms and conditions of your employment.

In particular, you acknowledge the following:

- You are aware of your job responsibilities and duties.
- You understand your compensation and benefits.
- You acknowledge the company policies and procedures as stated in the contract.
- You are aware of the confidentiality and non-compete clauses, if applicable.

Please sign below to confirm your understanding:

Employee Signature: _____

Date: _____

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]