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and appreciate the opportunity of assisting your  
organization.**

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**ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING OF THE  
COMPANY EMPLOYEE HANDBOOK**

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I have received my copy of the \_\_\_\_\_ handbook. I know that I must read the handbook so that I understand my rights and responsibilities as an employee of this company.

I understand that the handbook is not an employment contract, but it is an explanation of company policies. The Company has not solicited my assent or agreement to the policies and procedures set forth in this handbook, and my employment is not in consideration of or in return for my being bound by this handbook. I realize that the company may interpret, clarify, revise, and/or deviate from the procedures set forth in this handbook.

I also realize the employment relationship between the company and me is terminable at will by either party and that nothing in this handbook creates additional rights or provides a basis for me to believe my employment is not terminable at will.

I understand that if I have any questions, I am to talk with my immediate supervisor or \_\_\_\_\_.

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

This page is to be detached and submitted to \_\_\_\_\_ upon receipt of this booklet and will become a part of employee's personnel file.

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