# HR Policy Acknowledgment Form

**Purpose:** This form confirms that the employee has received, read, and understood the company's Human Resources policies, and agrees to comply with them throughout the course of their employment.

## Employee Information

**Full Name:** {fullName}

**Employee ID:** {employeeId}

**Department:** {department}

**Job Title:** {jobTitle}

**Date of Joining:** {dateOfJoining}

## Policy Acknowledgment

I, **{fullName}**, acknowledge that I have received and reviewed the company's Human Resources policies. I understand that these policies are important and affect my employment. I agree to comply with all guidelines stated within the following policies:

{#acknowledgedPolicies}

* **{policyName}:***{description}*

{/acknowledgedPolicies}

I understand that the HR policies may be updated periodically, and it is my responsibility to review new versions when notified. I acknowledge that failure to comply with these policies may result in disciplinary action up to and including termination of employment.

## Policy Distribution Method

The policies were provided in the following format:

{#distributionMethods}

* {method}

{/distributionMethods}

## Digital Confirmation

By signing below, I confirm that:

1. I have read and understood the HR policies distributed to me.
2. I agree to abide by all employee responsibilities and standards of conduct found in the policies.
3. I understand that questions regarding policies should be directed to my HR representative.

## Signatures

|  |  |  |
| --- | --- | --- |
| **Full Name** | **Signature** | **Date** |
| {#signatures}{signerName} | {signature} | {signatureDate}{/signatures} |

Note: This acknowledgment form should be retained in the employee’s personnel file.