# **Employee Handbook Conclusion (Policy Revision & Employee Acknowledgement of Receipt)**

If the main body of your Employee Handbook is ready, use this template to conclude it and ask employees for acknowledgement of receipt of employee handbook, confirming that they they received and read your policies.

Download this template in a .doc format by clicking on the link at the bottom of this page.

*Keep in mind that this template is not a legal document and may not take into account all relevant local or national laws. Please ask your attorney to review your finalized policy documents or Handbook.*

## **Policy revision**

We will always strive for fairness and equal opportunity and penalize offensive and illegal behaviors. But, as laws and our environment change, we may revise and modify some of our policies.

We have established an [*annual*] [revision of our handbook](https://resources.workable.com/policy-revision-company-policy) to bring it up to date with legislation and employment trends. We also ask you to contact HR if you spot any inconsistencies or mistakes. And, if you have any ideas about how to improve our workplace, we are happy to hear them.

## **Employee acknowledgement**

Please sign this form to acknowledge that you’ve read this handbook and that you are committed to following our policies. If you need any clarifications, feel free to ask HR.

Date: .../.../...

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