

[THE WELCOME MESSAGE IS OPTIONAL. IT SHOULD BE CUSTOMIZED TO REFLECT YOUR MESSAGE. THE ACKNOWLEDGEMENT OF RECEIPT, HOWEVER, IS HIGHLY RECOMMENDED. KEEP THE ORIGINAL AND GIVE THE EMPLOYEE A COPY.]

(COMPANY LETTER HEAD)

(Company Name) _____

(Address) _____

(City, State) _____

Welcome to _____! We are pleased to have you join our team. We have created this manual so that you can know what is expected of you, and understand how we do business. We are proud of the reputation and success of our company and sincerely hope that you will be a part of our continued success.

SAMPLE

Please read this manual from cover to cover at your earliest convenience and ask any questions you may have about its content. We will expect you to know and comply with all of the policies appearing in this booklet, as well as additional policies which may be circulated from time to time.

Thank you for joining us at _____.

PLEASE SIGN THIS ACKNOWLEDGEMENT OF RECEIPT AND RETURN A COPY OF IT TO THE HUMAN RESOURCES DEPARTMENT [OR OTHER APPROPRIATE PERSON] WITHIN TEN DAYS.

I hereby acknowledge that I have received and read the Employees Policies and Procedures Manual of _____. I specifically acknowledge that I have read and understand it, including the Policy Against Harassment. I also understand that my employment is at-will, meaning that either the company or I may choose to terminate my employment at any time, with or without cause. I understand that I am expected to comply with all of the policies contained in this manual at all times, and agree to do so.

Dated: _____ Signed: _____