Staff handbook acknowledgement

Company	[Your company name]
Reference	[Reference]
Date	[Date]

The handbook

Handbook version	[Handbook version]
Dated	[Handbook dated]
Where to find it	[Where to find the handbook]

The employee

Name	[Employee name]
Job title	[Job title]
Department	[Department]

Your confirmation

1. I have received a copy of the staff handbook, or have been shown where to find it: ☐
2. I have read it, including the disciplinary, grievance, equal opportunities, data protection, health and safety and IT policies: ☐
3. I understand that I must follow the rules and procedures in it, and that a breach may lead to disciplinary action: ☐
4. I know who to ask if anything in it is unclear: ☐

The handbook does not form part of your contract of employment, except where it says that a section is contractual. [Your company name] may change it from time to time, and will tell you when it does.

[Note: Make sure the handbook's list of contractual sections, if any, matches the employee's contract. Change the policies named in item 2 to match those in your handbook.]

Signed by the employee

Signature _____

Name _____

Date _____

About this template

A starting point to adapt, not legal advice. The law differs between England and Wales, Scotland and Northern Ireland, and it changes: check this fits your situation, and take legal advice for anything significant. Replace each [placeholder] in violet, follow or delete each [Note], then delete this box. Last reviewed October 2026. Send it for signature with Sign2Approve: sign2approve.com/templates/employee-handbook-acknowledgement