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| Employee Handbook Sign Off Sheet |

The employee handbook does not represent a contract.

In consideration of my employment, I agree to conform to the rules and regulations set forth in this handbook, and that my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either <COMPANY NAME> or myself. I understand that no representative of <COMPANY NAME>, other than its President, has any authority to enter into an agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

By signing this form, I hereby acknowledge that I have received a copy of <COMPANY NAME>’s handbook and agree to comply as stated above. If terminated or if I resign my employment with <COMPANY NAME>, I will return the handbook to my supervisor before my last day of employment.

Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rev. 3/00