



**Acknowledgement of “NAME OF BUSINESS”
Personnel Policies, Procedures, and Processes**
Updated October 24, 2025

I, _____ have been given a copy of “NAME OF BUSINESS Personnel Policies, Procedures, and Processes.”

I, _____ have read the policies outlined in “NAME OF BUSINESS Personnel Policies, Procedures, and Processes.”

I, _____ have been given the opportunity to ask questions about the policies outlined in " NAME OF BUSINESS Personnel Policies, Procedures, and Processes."

I, _____ understand the policies outlined in " NAME OF BUSINESS Personnel Policies, Procedures, and Processes."

I, _____ agree to follow the policies outlined in " NAME OF BUSINESS Personnel Policies, Procedures, and Processes."

Employee Signature _____ Date _____

Director Signature _____ Date _____