



**RECEIPT OF ORIENTATION PACKAGE**

This acknowledges receipt of the company onboarding documents and handbook if applicable] information and rules regarding [INSERT COMPANY NAME].

Name of Employee: \_\_\_\_\_

Employee Forms were received on: \_\_\_\_\_ .

If handbook is provided, I acknowledge that the company has the right to change anything in the handbook, if they see it to be necessary. I realize that the information in the handbook is basic guidelines to how the company is run, but they are not guarantees. If changes are made, the company will give me written notification of changes and when the changes will go into effect.

If I have any questions on anything in the book, I know I am able to ask the office manager.

I acknowledge that the company can let me go at any time, for any reason. This handbook does not promise job security and is not a contract of employment.

**Signature of Recipient:** \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

**WITNESS:**

**Authorized Company Representative**

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

Printed Name: \_\_\_\_\_