(INSERT COMPANY LOGO)

**Receipt and Acknowledgement of Employee Handbook**

This Handbook is an important document intended to help you become acquainted with (Insert Company Name). This manual serves only as a guide; it is not the final word in all cases. Individual circumstances may call for individual attention. Because our business is always growing and changing, the contents of this Handbook may change from time to time.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Handbook:

I have received a copy of the (Insert Company Name) Employee Handbook. I understand that it is my obligation to understand and follow these and all Company policies and procedures. I understand that the information contained in this Handbook is subject to change at any time and at the sole discretion of the Company. I understand that this Handbook and the information contained in it supersede all other Handbooks, Manuals or similar information.

I further understand that my employment is terminable at will, without notice or requirement of cause either for myself or (Insert Company Name) regardless of the length of my employment or the granting of benefits of any kind. I understand that this handbook is not a contract of employment, that no relationship other than *at will* has been expressed or implied, and that no circumstances arising out of my employment will alter my *at-will* employment relationship.

I am aware that during the course of my employment with (Insert Company Name), confidential information will be made available to me, (i.e., menu, recipes, pricing and other related information). I understand that this information is critical to the success of the Company and must not be given out or used outside of (Insert Company Name) premises or with non-associates. In the event of termination of my employment, whether voluntary or involuntary, I hereby agree not to utilize or exploit this information with any other individual or Company, or to the detriment of (Insert Company Name).

Understood, Agreed and Accepted:

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Employee’s Signature Print Name Date