



Annual Employee Handbook Acknowledgment Form

I acknowledge that I have received and reviewed the City of China Grove Employee Handbook. I understand that it is my responsibility to read and comply with the policies and procedures contained in the handbook, as well as any revisions made to it.

I further acknowledge that the handbook is a general guide and does not constitute an employment contract. I understand that my employment with the City of China Grove is at-will, unless otherwise defined by law, and may be terminated at any time by either the City or myself.

This acknowledgment will be retained in my personnel file.

Employee Information:

Employee Name:	
Department:	
Position:	
Date:	

Employee Signature:	Date:
Supervisor Signature:	Date: