Employee handbook acknowledgement email

For new hires, send it with first-week paperwork and ask for a signature within five business days. For a revised handbook, send it before the effective date of the changes with a two-week signing window.

NEW HIRE

Subject: Please review and sign the employee handbook by [Due Date]

Hi [First Name],

Welcome again to [Company]. As part of your first-week paperwork, please read our employee handbook and sign the acknowledgement by [Due Date].

Handbook and signature link: [Signature Link]

It covers how we handle schedules, attendance, time off, pay, conduct and how to raise a concern. Most people take about [Time Estimate] to read it. The sections new hires ask about most are [Section Names], so start there if you're short on time.

Signing confirms that you received the handbook and understand you're expected to follow it. If anything is unclear, ask me or your manager before you sign.

[Your Name]
[Title], [Company]

UPDATED HANDBOOK FOR ALL EMPLOYEES

Subject: Updated employee handbook: please acknowledge by [Due Date]

Hi [First Name],

We've updated the employee handbook, effective [Effective Date]. The main changes are:

- [Change 1, e.g. new call-out procedure: text the attendance line at least 2 hours before your shift]
- [Change 2, e.g. PTO now accrues from your first day]
- [Change 3]

The full handbook, with changes highlighted, is here: [Signature Link]. Please read it and sign the acknowledgement by [Due Date].

Your manager will go over the changes in your team meeting on [Meeting Date]. Questions in the meantime can go to [HR Contact].

Thanks,
[Your Name]
[Title], [Company]

OVERDUE REMINDER

Subject: Reminder: handbook acknowledgement still needed

Hi [First Name],

We still need your signed acknowledgement of the employee handbook, which was due [Due Date]. It takes a minute once you've read it: [Signature Link].

If you've got questions about anything in it before signing, reply here and we can talk it through. If the link isn't working, let me know and I'll send a paper copy to your manager.

Please sign by [Extended Deadline].

[Your Name]
[Title], [Company]

SUBJECT LINE IDEAS

- Please review and sign the employee handbook
- Updated employee handbook: please acknowledge by [Due Date]
- Action needed: handbook acknowledgement
- Your copy of the [Company] employee handbook
- What's changed in our handbook, and what to sign
- Reminder: handbook acknowledgement still needed
- One signature needed by [Due Date]

SMS / WHATSAPP VERSION

Hi [First Name], [Company] HR here. Please read the employee handbook and sign the acknowledgement by [Due Date]: [Signature Link]. Questions? Reply or ask your manager.

Placeholders to replace: [First Name], [Due Date], [Extended Deadline], [Effective Date], [Signature Link], [Time Estimate], [Section Names], [Change 1], [Meeting Date], [HR Contact], [Your Name], [Title], [Company]