

Policy Acknowledgment and Compliance Letter

Subject: Required Policy Acknowledgments - Action Required by [Date]

Dear [Employee Name],

As part of your on-boarding process, you are required to review and acknowledge several company policies that govern your employment.

Please log into the HR portal at [URL] and complete the following by [Deadline Date]:

1. Employee Handbook - Read and sign acknowledgment
2. Code of Conduct - Review and accept
3. Confidentiality and Non-Disclosure Agreement - Sign electronically
4. Data Protection and Privacy Policy - Acknowledge
5. Social Media Policy - Review and accept
6. Health and Safety Guidelines - Complete and confirm
7. Anti-Harassment and Discrimination Policy - Acknowledge understanding

These policies are mandatory for all employees and failure to complete acknowledgments by the deadline may delay your access to certain systems and facilities.

Each policy includes a brief quiz to ensure understanding. Passing score is 80%. You may retake quizzes if needed.

Estimated time to complete all acknowledgments: 60-90 minutes

If you have questions about any policy, please contact HR before signing. We want you to fully understand your rights and responsibilities.

Your completion status: [X] of [Y] policies acknowledged

Thank you for your prompt attention to this matter.

Regards,

[HR Compliance Officer Name]

[Title]

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