TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

## **Subject:** Acknowledgment receipt

Dear **[Name]**

I, Travis Sanchez, understand the requirements and expectations outlined by the employee handbook at The Fountain Club.

I, Travis Sanchez, acknowledge receipt of a printed copy of the uniform policy and agree to abide by the guidelines outlined within as a condition of my employment with The Fountain Club.

I understand that should I have questions regarding The Fountain Club’s policies, I will consult with my immediate supervisor or Human Resources personnel.

\*Note to employees: Please read the uniform policy carefully to ensure that you understand the policy before signing this document.

Sincerely,

**[Employee Signature]**

Travis Sanchez