



**Goodwill Industries of Central Florida, Inc.
ACKNOWLEDGEMENT and RECEIPT**

I acknowledge receipt of the company's Employee Handbook. I understand that the company's policies and procedures are set forth in this Handbook exclusively and are for purposes of information only. I further understand that this Handbook constitutes neither an expressed or implied contract of employment, and it may be amended or modified in writing by authorized management personnel at any time, without prior notice.

I also understand that my employment is entered into voluntarily and I am free to resign at any time. Similarly, the company is free to terminate my employment at any time. I recognize and acknowledge that neither I, nor the company, have entered into any contract of employment, expressed or implied.

CONCLUSION

You are required to read this booklet or have someone read and explain the contents to you. Executive staff members are always available for questions and clarification regarding policies and procedures.

Please sign the attached acknowledgment and return it to the Human Resources Department for inclusion in your personnel file.

Thank you.

I, THE UNDERSIGNED, HAVE READ OR HAVE HAD READ TO ME AND UNDERSTAND THE EMPLOYEE HANDBOOK.

Employee's Name	
Employee's Signature	Date

*Distribution:
Human Resources*