



EMPLOYEE HANDBOOK ACKNOWLEDGEMENT FORM

The employee manual describes important information about Exeter Limousine and I understand that I should consult the Office Manager or my direct manager regarding any questions not answered in the handbook.

I have entered into my employment relationship with Exeter Limousine voluntarily and acknowledge that there is not a specified length of employment. Accordingly, either Exeter Limousine or I may terminate the employment relationship at will at any time, with or without cause, so long as there is no violation of applicable state or federal law.

Since the information, policies and benefits described in the employee manual are subject to change as needed, I acknowledge that revisions to the handbook may occur, except to the employment-at-will policy of Exeter Limousine. I understand all such changes will be communicated through official notices and made available for review.

Furthermore, I acknowledge that the employee manual is neither a contract of employment nor a legal document. I understand that it is my responsibility to read and comply with the information contained therein and any revisions that are made to it with notice.

Employee's Signature: _____

Date: _____

Employee's Printed Name: _____