

# Digital Document Receipt Acknowledgement

## Recipient Details

Name: \_\_\_\_\_

Email ID: \_\_\_\_\_

Employee/ID Number: \_\_\_\_\_

Date of Receipt: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Document Details

Document Name/Type: \_\_\_\_\_

Document Number/Reference: \_\_\_\_\_

Date of Issue: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Issued By: \_\_\_\_\_

I hereby acknowledge that I have received the above-mentioned document(s) in digital format, and confirm that I have checked and verified the contents. I will retain the document(s) securely and adhere to any confidentiality or handling guidelines as specified by the organization.

Recipient's Signature  
(Digital/E-signature)

Issuer's Signature  
(Digital/E-signature)

## Important Notes:

- This acknowledgement confirms receipt of the specified digital documents only.
- Do not share digital documents with unauthorized persons.
- Securely store downloaded copies and preserve data confidentiality at all times.
- Verify digital signature, authenticity, and document integrity before use.
- Contact the issuing authority immediately if any discrepancy is found.