

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.