

# Acknowledgment Receipt

## HR Document Submission

Date: \_\_\_\_\_

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

Employee ID: \_\_\_\_\_

Department: \_\_\_\_\_

### Submitted Documents:

Document Name	Document Type	Notes

This is to acknowledge that the above-listed documents have been received from the employee.

\_\_\_\_\_

Employee Signature

Date: \_\_\_\_\_

\_\_\_\_\_

HR Representative Signature

Date: \_\_\_\_\_

### Important Notes:

- This acknowledgment only confirms receipt, not authenticity or completeness of documents.
- Both parties should retain a copy for their records.
- Any incomplete or missing documents should be noted under "Notes".
- Use this form during new hire onboarding, clearance, or other HR processes requiring documentation.