

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.