

# EMPLOYEE TRAINING AND ACKNOWLEDGMENT FORM

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

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

Training Topic: \_\_\_\_\_

## Training Details:

The employee named above has received comprehensive training on the assigned job functions, including all relevant policies, procedures, safety protocols, and compliance requirements as mandated by the company and applicable law. The training encompasses the following key areas: performance standards, occupational safety, use of equipment and tools, data security, and emergency response.

## Employee Acknowledgment:

By signing below, the employee acknowledges having received and understood the training provided, agrees to comply with all company policies and procedures covered in the training, and understands the consequences of non-compliance, including potential disciplinary action up to and including termination. The employee understands that this training is part of their employment conditions and ongoing job requirements.

## Trainer Certification:

The trainer certifies that the above employee has completed all required training modules and assessments to a satisfactory level. The trainer confirms that the information provided was accurate, complete, and in compliance with company standards and regulatory requirements.

## Follow-Up and Continuing Education:

The company commits to providing ongoing training and refresher courses as necessary to maintain employee competence and compliance with applicable laws and standards. Employees are required to participate in any additional training sessions as directed by management.

## Legal Compliance and Enforcement:

This Training and Acknowledgment Form is legally binding and enforceable under the laws of the United States. The employee's signature below confirms acceptance and adherence to all terms and conditions specified herein. The company reserves the right to take appropriate legal and disciplinary action in case of breach or non-compliance.

**EMPLOYEE SIGNATURE**

**TRAINER SIGNATURE**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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