



MEMO

DATE: September 10, 2022
TO: HJS Employee
FROM: Rickey Howard HR Director
SUBJECT: Receipt of HJS handbook

Cc: Christla Howard– Facility Operations Manager

The purpose of this letter is to acknowledge receipt of the handbook provided by Howard Janitorial Services. Your signature indicates a clear understanding of all policies and your intent to follow all instructions have been provided.

Manager Signature

Date

Employee Signature

Date