

EMPLOYEE MANUAL RECEIPT ACKNOWLEDGMENT

This form letter is to be signed by employee to indicate he/she has received the employee policy and procedure manual and understands its effect

I have received my copy of the Automotive Hospitality's Initial Employment Manual, reviewed Automotive Hospitality's Training Manual and Automotive Hospitality's Service Training Manual, all training guidelines provided to me from Automotive Hospitality. It is my responsibility to read and understand the matters set forth in this Manual. It is a guide to firm policies and procedures. I understand that this is only a portion and a brief overview of Automotive Hospitality guidelines. Further detailed policies and guidelines are to follow.

By signing this, I agree to its and all other policies and guidelines, and I agree to follow them in their entirety. If I breach any of these and other Automotive Hospitality policies and guidelines, my employment may be terminated. Anyone failing to adhere to a minimal level or degree of adherence to organizational rules and regulations will be subject to suspension and or termination. I understand Automotive Hospitality reserves the right to change, amend, or delete any or all of the information contained in this and any other manuals.

I understand that Automotive Hospitality is an Employer that participates in the E-Verify program.

I understand that no statement contained in this Manual or any other creates any guarantee of continued employment or creates any obligation, contractual or otherwise, on the part of the firm. I will rely on any promises, statements or representations to the contrary only if they are in writing and signed by an authorized member of the firm's management.

I understand and acknowledge that the firm has the right, without prior notice, to modify, amend or terminate policies, practices, benefit plans, and other institutional programs within the limits and requirements imposed by law.

Employee's Signature Date

Employee's Printed Name