

# ACKNOWLEDGEMENT OF RECEIPT

I, \_\_\_\_\_, hereby acknowledge receipt of  
**(Employee Name)**

this item of correspondence from the City of Omaha, presented to me on \_\_\_\_\_,  
**(Date)**

by \_\_\_\_\_  
**(Supervisor's Name and Title)**

regarding \_\_\_\_\_.  
**(Nature of Correspondence)**

Signed:

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

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

Distribution:

- One (1) Copy to the Employee
- One (1) Copy to the Supervisor
- One (1) Copy to the Human Resources Department – Records Division
- One (1) Copy to the Labor Relations Director