

LETTER OF ACKNOWLEDGMENT: DISCREPANCY PROCEDURE TRAINING

Employee Name: _____

Employee ID: _____

Date of Training: _____

Training Details:

- Identification of discrepancies in operational processes.
- Reporting protocols and documentation requirements.
- Corrective action plans and resolution tracking.
- Quality assurance standards and compliance.

Employee Acknowledgment:

I hereby acknowledge that I have received formal training regarding the company's Discrepancy Procedures. I confirm that I have read and understood the guidelines provided during this session.

I agree to adhere to these procedures and understand my responsibility to report and document any discrepancies identified during the course of my duties. I have had the opportunity to ask questions and have received satisfactory clarifications regarding this process.

Employee Signature

Date

Trainer/Supervisor Signature

Date