

Date: [Insert Date]

To: [Operations Department / Management Name]

From: [Employee Name/Title]

Subject: Acknowledgment of Memorandum: ATM Servicing Operations

Dear [Name],

I hereby acknowledge that I have received, read, and understood the memorandum dated [Insert Date of Memo] regarding the updated policies and procedures for ATM Servicing Operations.

I confirm my commitment to complying with the protocols outlined in the document, specifically concerning:

- Cash handling and replenishment security measures.
- Technical maintenance and troubleshooting logs.
- Safety procedures for on-site servicing.
- Reporting and escalation workflows for hardware failures.

I understand that these procedures are essential for the security and efficiency of our banking operations. I have clarified any questions regarding these instructions with my immediate supervisor.

A signed copy of this acknowledgment will be kept on file.

Sincerely,

(Signature)

[Printed Name]

[Employee ID Number]

[Department/Branch]