Request To Review Employee File



I, _____, wish to view the contents of my personnel file.

(Print Name)

Employee Signature: _____ Date: _____/_____/_____

Appointment to view file has been scheduled for ____/____/____ at _____ a.m. p.m

File will be viewed in the presence of

_____

(Print Name & Title)

You may request copies of any documents in your file that contain your signature. Personnel files are the property of the company and cannot be removed from the Human Resources Office.

I would like copies of the following documents:

_____

_____

File was viewed in the presence of _____and the documents (requested above) were copied and given to employee.

Signature: _____Date: ____/____/____