

{copy and paste onto company letterhead or insert logo here}

Request to Review Employee Personnel File

I hereby request permission to review my individual employee personnel file, and/or I hereby designate

Name (Last, First, MI)

to be my Agent and therefore authorized to inspect my personnel file to the limits listed below.

I understand my individual employee file is Company property and that neither I, or my designated Agent, are permitted in any way to remove, copy or photograph the file or any portion thereof.

Please indicate below either the purpose of your request or the particular parts of your personnel file to be inspected by you and/or the designated agent(s) named above:

Employee Printed Name:

Employee Signature: _____

Date:

Submit your request to **{enter the name/job title of an alternative person to whom employees can look to for file management and/or resolution purposes}**. You will be notified when the record is available for review and a Personnel File Review Meeting has been scheduled.

THE SECTION BELOW IS TO BE COMPLETED ONLY BY THE AUTHORIZED COMPANY REPRESENTATIVE)

Request Received by: Company File Management Representative Name (Last, first, MI)				
(Last)		(First)		(MI)
(Signature)				
Department		Job Title		
Date Request Received		File Reviewed by		
Date File Reviewed		Employee Only	Employee's Agent Only	Employee & their Agent
Name of Company File Management Representative who was Witness to this file review (Last, first, MI)				
(Last)		(First)		(MI)
(Signature)				
Department		Job Title		