# Company Name

# your logo here

## Employee Inquiry Sheet

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Employee Inquiry Information | | | | | | |
| Date Requested: | |  | |  |  | |
| Employee Name: | |  | | Employee Number: |  | |
| E-Mail Address: | |  | | Phone/Extension: |  | |
|  | | | | | | |
| Inquiry Details | | | | | | |
| Complete the form and give it to the receptionist at the Human Resources department in **{ENTER LOCATION}**. All inquiries will be addressed within 48 hours of receipt.  Indicate your inquiry in the space provided below                                                                                                                                                                                                            ***NOTE***– Attach all supporting documentation. | | | | | | |
| For Human Resource Use Only | | | | | | |
|  | | | | | | |
| Date Replied: |  | |  | | | |
| HR Signature: |  | | | | | |
|  | | | | | | |
| Comments: | | | | | |