# 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:                                                                                                                                                                                |