**Request to Review/Copy Personnel File**

Employee name: \_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This is my request to review my personnel files.

\_\_\_\_ This is my request to allow my personal representative, \_

to whom I have given this form, to review my personnel file.

\_\_\_\_ I would like a complete copy of my personnel file. (Cost is \_\_\_¢ per page.)

My work hours are from am/pm to am/pm with breaks scheduled as follows:

Lunch: from to \_

Other breaks: \_

*Employee Signature Date*

We have arranged for you to review your personnel file at on \_ If you will not be able to make this appointment, please call the at

*Signature Date*