



# Request to Review Personnel File

## Check Appropriate Request:

I hereby request permission to review my personnel file.

I hereby designate \_\_\_\_\_ to be my agent(s) and therefore authorized to inspect my personnel file to the limits listed below

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:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Department

Your HR Strategic Partner or HR Consultant will schedule a time for you and/or your designated agent(s) to review your personnel file. Please see HR60, Access to Personnel Files, for further details.