

# PERSONNEL FILE DOCUMENT RELEASE FORM

**Employee to complete:**

Date requested: \_\_\_\_\_

I would like to request a copy of my p-file: (employee name) \_\_\_\_\_

Special requests: \_\_\_\_\_

\*\* The request may take 7-10 working days to complete\*\*

**HR to complete:**

Copies of the following documents from this personnel file were given to \_\_\_\_\_ per his/her request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date request was received: \_\_\_\_\_ Date of file pick-up: \_\_\_\_\_

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Manager/HR Department Representative