

Employee Document Submission Record Form

This **Employee Document Submission Record Form** sample helps organizations track and verify the receipt of important employee documents efficiently. It ensures proper documentation and compliance with company policies by recording submission dates and document types. Using this form enhances administrative accuracy and streamlines HR processes.

Employee Details

Employee Name	
Employee ID	
Department	
Position	
Date of Joining	

Document Submission Record

Document Type	Date Submitted	Received By (Name/Initials)	Remarks
Resume/CV			
Photo ID (e.g., Driver's License, Passport)			
Proof of Address			
Educational Certificates			
Work Experience Letters			
Other (Specify)			

Employee Acknowledgement

I hereby confirm that the information provided above is accurate to the best of my knowledge.

Employee Signature: _____ Date: _____

HR/Authorized Person Verification

Verified by: _____ Date: _____