

Employee Inquiry Form Sample

The **employee inquiry form** sample is designed to facilitate clear communication regarding performance review concerns. It ensures that employees can accurately express their feedback and issues in a structured manner. This form promotes transparency and helps management address concerns effectively.

Employee Details

Name:

Department:

Position:

Performance Review Period:

e.g. Jan 2024 - Jun 2024

Concern Details

Type of Concern:

--Select--

Please describe your concern in detail:

What outcome or resolution do you expect?

Acknowledgment

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

Submit Inquiry