

Employee Inquiry Form: Policy Clarification Request

Use this **employee inquiry form** sample to efficiently submit requests for policy clarifications. It ensures clear communication between staff and management, promoting a better understanding of company regulations. Streamline your inquiry process with this standardized template.

Employee Name

Department

Position/Role

Contact Email/Phone

Policy/Procedure in Question

Description of Inquiry / Clarification Needed

Any Previous Steps Taken to Clarify?

Urgency

Submit Inquiry