

# HR Inquiry Form Sample for Employee Requests

This **HR inquiry form** sample streamlines employee requests by providing a clear and organized template. It facilitates efficient communication between staff and the human resources department. Using this form ensures all employee concerns are accurately recorded and addressed promptly.

## Employee Name

## Employee ID

## Department

## Email Address

## Type of Inquiry/Request

-- Please Select --

## Please Describe Your Request

## Preferred Method of Contact

-- Please Select --

Note: HR will respond to your inquiry within 2 business days. If urgent, please mention it in the details section.

**Submit Request**