

# 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 Describe Your Request**

**Preferred Method of Contact**

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

**Submit Request**