REQUEST FOR AMENDMENT TO PERSONNEL RECORD

Employee _____

After reviewing the record I believe some of the information is:

_____ Misleading

_____ Inaccurate

_____ Incomplete

_____ Other

Please explain: _____

_____

_____

_____

I would like the following information added: _____

_____

_____

_____

_____

I would like the following information removed: _____

_____

_____

_____

_____ _____

Signature Date