Date: [Insert Date]

To: [Employee Name]
Employee ID: [Insert ID Number]

From: [Manager/HR Name]
Department: [Department Name]

Subject: Formal Notification of Document Placement in Personnel File

Dear [Employee Name],

This letter serves as formal notification that the following document(s) have been placed in your official personnel file:

- [Description of Document, e.g., Performance Review, Disciplinary Warning, Commendation Letter]
- Dated: [Date of Original Document]

As per company policy, these records are maintained as part of your permanent employment history with [Company Name].

You have the right to review the contents of your personnel file by contacting the Human Resources department to schedule an appointment. You may also provide a written rebuttal or statement to be attached to the aforementioned document if you so choose.

Sincerely,

[Signature]

[Printed Name]
[Title]

Acknowledgment of Receipt:

I acknowledge that I have received a copy of this notification and the document(s) being placed in my file.

_____ _____
Employee Signature Date