

Minor Name Change Application

Date: [Insert Date]

To,

Human Resources Department
[Company Name]
[Company Address]

Subject: Application for Minor Name Change in Employment Records

Dear [HR Manager's Name],

I am writing to formally request a minor change to my name in the employment records maintained by [Company Name]. My current name in the records is [Current Name], and I would like it to be updated to [Desired Name]. This change is necessary to reflect a personal preference and does not require any changes to my identification documents.

I have attached the necessary documentation to support this request. I appreciate your attention to this matter and look forward to your confirmation of the change.

Thank you for your assistance.

Sincerely,
[Your Name]
[Your Employee ID]
[Your Department]
[Your Contact Information]