

Personnel Record Adjustment

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request an adjustment to my personnel record regarding [specific detail requiring adjustment, e.g., job title, salary, date of employment]. After careful review of my records and discussions with [relevant personnel, if applicable], I have noticed that there is an inconsistency that requires correction.

The specific information that needs to be adjusted is as follows:

- Current Detail: [Insert Current Detail]
- Correct Detail: [Insert Correct Detail]

Attached are copies of documents that support this adjustment request, including [list supporting documents, e.g., offer letter, pay stub, etc.]. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Job Title]

[Your Department]

[Your Contact Information]