

Employment File Review Counsel

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to inform you that your employment file is scheduled for review on [Insert Date]. This review is part of our standard procedure to ensure that all employee records remain updated and compliant with company policies.

Please prepare any necessary documentation you feel may be relevant to this review. You may wish to consider bringing:

- Performance reviews
- Training certificates
- Any commendations or disciplinary actions

Your participation in this review is highly encouraged, as it provides an opportunity to discuss your progress and address any concerns.

Should you have any questions prior to the review, please feel free to reach out to HR at [HR Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]