

HR Review Report

Date: [Insert Date]

To: [HR Manager's Name]

From: [Your Name]

Subject: HR Review Report

Introduction

This report summarizes the findings of the HR review conducted on [Insert Date of Review].

Overview

The purpose of this review was to assess [State Purpose, e.g., employee performance, compliance with policies, etc.].

Findings

- [Finding 1]
- [Finding 2]
- [Finding 3]

Recommendations

- [Recommendation 1]
- [Recommendation 2]
- [Recommendation 3]

Conclusion

In conclusion, this HR review highlights the need for [Insert Summary of Findings].

Thank you for your attention to this report. Please feel free to reach out for any further information.

Sincerely,

[Your Name]

[Your Position]