

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]

[Company Name]

[Company Address]

Dear [HR Manager's Name],

I hope this message finds you well. I am writing to request clarification regarding [specific HR policy or issue] as outlined in our employee handbook. I want to ensure that I fully understand the guidelines and expectations associated with this policy.

Specifically, I would like to know more about [add specific questions or concerns related to the policy]. This information will greatly assist me in [explain how clarification will help you, e.g., performing my job duties more effectively, making informed decisions, etc.].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]