

FAX

Current Date: _____

To:

Recipient Name: _____

Recipient Company: _____

Recipient Department: _____

Recipient Fax Number: _____

From:

Sender Name: _____

HR Department: _____

Sender Fax Number: _____

Sender Phone Number: _____

Total Pages: _____

HR Related Subject: _____

- Job Application
- Employee Records
- Benefits Information
- Payroll
- Other: _____

Message:

CONFIDENTIALITY NOTICE:

This fax contains sensitive employee information. Unauthorized access, use, or disclosure is prohibited and may be unlawful.