



EMAIL TEMPLATE: REQUEST MEETING WITH HUMAN RESOURCES

- The ONLY purpose of the email is to get a meeting with HR.
- Do not include any additional information or ask questions about policy - that is what the meeting is for.
- Clearly state your available times.
- If your rep requests additional information before the meeting, let them know you will cover everything in the meeting.
- Always BCC a personal email, all communication between yourself and human resources.

TO: [Human Resource Rep], [Anyone else you want to include in meeting]
BCC: [YOUR PERSONAL EMAIL]

SUBJECT: Meeting Request

Dear [Human Resource Rep Name],

I am writing to request an urgent meeting to discuss a complaint of [discrimination / sexual harassment].

For the sake of confidentiality, I would like to meet off site in a private room.

My availability is [Wednesday 6/27 at 11:00am] or [Thursday 6/28 at 11:00am].
I will await your reply with date, time and location.

Your discretion is appreciated.

[Your Name]