

# REQUESTING DOCUMENTS FROM EMPLOYEE

From,  
Lillith Daniel  
935-1670 Neque. St.  
Centennial Delaware 48432  
(387) 142-9434

02/02/2019

To.  
Noelle Adams  
6351 Fringilla Avenue  
Gardena Colorado 37547

Subject: (-----)

Dear Noelle Adams,

We hope you are doing fine!

This letter is from the Human Resources department following your document process completion with the organization. As you have joined as ----- (mention job title) with us on ----- (mention date). So, it is important that you submit the following documents with us by ----- (mention date).List of documents:  
In case you have any doubt, then feel free to reach out to us anytime. We would request you to submit all the documents at the earliest.

Yours Sincerely,  
(Signature)  
Lillith Daniel

