August 18, 2022

Company Name

c/o Human Resources Manager or equivalent

Physical Address Where You Worked

City State Zip

*Sent via Certified Mail*

Re: Request for Personnel File and Payroll Records

To Human Resources Director or To Whom It May Concern:

I am writing to request a copy of the following records:

1. All documents in my “personnel file” including any agreements and anything else I have signed physically or digitally regarding my employment, all other records and correspondence regarding my employment and my job performance, including any complaints, discipline, job status changes, or termination, and all notices and policies in effect during my employment;
2. All timesheets or other timekeeping records for the entirety of my employment including all records of hours worked and any meal and rest breaks taken; and
3. All pay records for the entirety of my employment including all paystubs or wage statements, bonuses or commissions including how those were calculated, expense reimbursements, tax forms, and any other payroll documents.

Please include all of the above, whether stored electronically or as hard copies, but electronic files may be printed, and send the records directly to me at the following address:

INSERT YOUR NAME & ADDRESS

San Diego, CA Zip

Thank you for your prompt attention.

Sincerely,

cc. Company Name

c/o Human Resources Manager or equivalent *SIGN HERE*

Employer Address

San Diego, CA Zip [INSERT TYPED NAME]

^^^(*if there is a National or “parent” company, add it at the CC line and mail this to them too!*

KEEP A DATED AND SIGNED COPY

KEEP A COPY OF CERTIFIED MAIL RECEIPT / TRACKING

*AND DO NOT FORGET TO DELETE THIS TEXT*