

Joe Employee

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January 1, 20**

VIA E-MAIL & U.S. MAIL

Human Resources Department
Acme Corporation
123 Whiteacre Street, Suite 456
Greenacre, California 91234

REQUEST FOR EMPLOYEE RECORDS

Re: Personnel records, employee agreements, and payroll records of Joe Employee.

Dear Human Resources Department:

Please allow this letter to serve as a request for my employment records maintained by Acme Corporation. I am seeking complete copies of the following:

- My personnel records maintained by Acme Corporation that relate to my performance or to any grievance concerning me. (Lab. Code, § 1198.5, subd. (a).)
- Any instrument signed by me relating to the obtaining or holding of employment. (Lab. Code, § 432.)
- Any and all of my payroll records. (Lab. Code, § 226, subd (b).)

Please provide these documents as soon as possible, but not later than 21 days from the date of this request for my payroll records and 30 days from the date of this request for the remaining records.

Please direct any questions about this request directly to me. Thank you for your attention to this matter.

Very truly yours,

JOE EMPLOYEE