

REQUEST FOR PERSONNEL RECORDS

I am requesting a copy of my entire personnel file within 5 business days, including all supervisor and investigation notes and reports and any other documents reviewed or prepared as part of the decision to terminate my employment.

I will be glad to review and copy the documents myself at the nearest company location [\[include this only if nearby\]](#), or you may just mail or email me the documents. Of course I will pay the reasonable copying costs.

Please let me know how you wish to proceed. Thank you for your cooperation.

Signed: _____

Dated: _____

Name: _____

Telephone: _____

Address: _____

Email: _____