

Sample Letter Requesting Copy of Personnel File

Your Address

Your Telephone Number

Date

_____,
Personnel Manager
Doe Corporation
Corporation City, Michigan

Dear _____,

This is a request for a copy of my personnel record made under Section 4 of the Michigan Bullard-Plawecki Employee Right-to-Know Act (Public Act No. 397 of 1978). I am a [current/former] employee of [insert company name, city/branch here], having worked as [insert job title here] since [insert starting date here].

Pursuant to the above-mentioned Act, I request that my personnel record be made available for me to inspect. Additionally, I request that a complete copy of my personnel record be sent to me via mail or email. If there is a fee for copying this information, I will pay this amount upon receipt of my personnel record. If payment is required in advance, please let me know the amount as soon as possible.

Thank you.

Sincerely,
Your Name
Email address