

**[Insert Date]**

**[employer name**

**Employer Address**

**Employer e-mail address if sending electronically]**

**Via [electronic mail, first class mail, or anything else applicable]**

Dear \_\_\_\_\_:

I am writing to request a copy of my complete personnel record, including without limitation any non-compete agreement signed by me, information concerning my job title and description; rate of pay and any other compensation paid to me; records of hours, pay, and deductions; my starting date of employment; my job application and resumes or other forms of employment inquiry; all employee performance evaluations, employee evaluation documents, written warnings of substandard performance, and/or lists of probationary periods; waivers signed by me; copies of dated termination notices; and any other documents relating to my employment. Please send these materials to me at :

**[insert name and address]**

Please be advised that you are required to provide a copy of these records within five (5) business days of receiving a written request, pursuant to M.G.L. c. 149, §52C.

I can be reached at **[insert preferred contact information]** if you have any questions regarding the above.

Sincerely,

**[Your Name]**