

[DATE]

[EMPLOYER]

[EMPLOYER ADDRESS]

RE: REQUEST FOR EMPLOYEE PERSONNEL RECORDS OF [NAME OF PERSON MAKING REQUEST]

To Whom It May Concern:

In accordance with the requirements of Mass. Gen. L. ch. 149, § 52C, please provide a copy of my complete personnel records within five (5) business days.

Personnel records include, but are not limited to, all records, including emails, that have been or may be used to affect the employee's employment in any way, or to determine, or in any manner assess, the employee's qualifications for employment, promotion, transfer, additional compensation or disciplinary action. In addition, personnel records include, but are not limited to, the name, address, and date of birth of the employee, as well as the employee's job title; job description; rate of pay and any other compensation paid to the employee; the starting date of employment; the job application of the employee; resumes or other forms of employment inquiry submitted to the employer at any time; all employee performance evaluations, including but not limited to, employee evaluation documents, written warnings of substandard performance, lists of probationary periods, waivers signed by the employee, copies of dated termination notices, any other documents relating to disciplinary action regarding the employee.

Thank you for your prompt attention to this matter.

Sincerely,

[NAME OF PERSON MAKING REQUEST]

[ADDRESS OF PERSON MAKING REQUEST]