[Insert your letterhead, if any]

July 3, 2015

Certified Mail No. [INSERT CERTIFIED MAIL TRACKING #]

Employer Name

c/o Human Resources Manager or equivalent

Employer Address

San Diego, CA 92101

Re: Request for Personnel Records and Payroll Records

Dear Sir or Madam:

This is a formal request that I be permitted to inspect and receive a copy of the following records that my employer is obligated to provide to me:

1. My personnel file and all other records which my employer maintains relating to my performance or to any grievance concerning me. (California Labor Code § 1198.5)
2. All documents I signed that relate to my obtaining and holding of employment with my employer. (Labor Code § 432)
3. All time records showing beginning and ending time of each work period as well as meal periods. (8 Cal. Code Regs. § 11040)
4. All of my payroll records from at least the past three years. (Labor Code §§ 226(b-c))

The file should include: reviews, schedules and timesheets, any job-related documents I have signed, timekeeping records, and my payroll records and/or an itemized wage statement. Payroll records must be provided no later than 21 calendar days. All other requested records should be provided as soon as practicable but must be provided no later than 30 calendar days.

Please send the records directly to me at the following address:

1234 Street Avenue

San Diego, CA 92101

Thank you for your prompt attention to this matter.

Sincerely,

Your Typed Name