[Attorney/Representative Name]
[Law Firm/Organization Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

VIA [Certified Mail / Email / Hand Delivery]

Custodian of Records
Human Resources Department
[Employer Name]
[Address]
[City, State, Zip Code]

RE: Notice of Representation and Request for Personnel Records
Employee Name: [Employee Full Name]
Employee ID/SSN (Last 4): [ID Number]
Dates of Employment: [Start Date] to [End Date/Present]

To the Custodian of Records:

Please be advised that [Law Firm/Representative Name] has been retained to represent [Employee Name] in connection with [his/her/their] employment with [Employer Name].

Pursuant to [State Labor Code/Statute Number, if applicable] and federal law, we hereby request a complete and certified copy of [Employee Name]'s personnel file. This request includes, but is not limited to:

- All employment applications and resumes;
- Performance evaluations and disciplinary records;
- Payroll records, wage statements, and time cards;
- Employment contracts and non-disclosure agreements;
- Medical records or workers' compensation files held by HR;
- Communications regarding the termination of employment (if applicable).

Enclosed with this letter is a signed Authorization for Release of Information executed by my client. Please provide these records within [Number] days as required by law.

Furthermore, this letter serves as a formal notice to preserve all evidence. You are instructed to maintain and prevent the destruction of all physical and electronic data related to this employee, including emails, internal memos, and metadata.

Please direct all future correspondence regarding this matter to my office. Thank you for your prompt attention to this request.

Sincerely,

[Signature]

[Printed Name]
[Title]

Enclosure: Signed Authorization for Release of Records