[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

RE: Notice of Subpoena for Employment Records

Dear [Employee Name],

This letter is to formally notify you that [Company Name] has received a legal subpoena requesting the production of your employment records. This subpoena was issued in connection with the legal matter: **[Case Name/Number]**.

The subpoena requests copies of the following documents:

- [List specific records, e.g., Personnel file, payroll records, performance reviews]

Under the law, the company is required to comply with this request unless a court order is issued to prevent the disclosure. We intend to produce the requested documents on or before [Date].

If you wish to object to the release of these records, you or your attorney must file a formal motion to quash or a protective order with the court and provide us with a copy of that filing before the deadline mentioned above.

If you have any questions regarding the nature of the legal proceedings, please contact the requesting party listed below:

[Requesting Attorney/Agency Name]
[Phone Number]
[Address]

Sincerely,

[Your Name/HR Representative Name]
[Your Title]
[Company Name]