

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Recipient Name]  
[Recipient Title/HR Department]  
[Company Name]  
[Company Address]

**RE: Notice of Preservation of Records and Request for Personnel File**

Dear [Recipient Name/HR Department],

Please accept this letter as a formal request for a complete copy of my personnel file and all employment records maintained by [Company Name], pursuant to [State/Local Law if applicable]. Please include all performance evaluations, disciplinary records, payroll records, benefit information, and any signed agreements.

Furthermore, this letter serves as a formal notice to preserve all evidence, documents, and data related to my employment with [Company Name]. This preservation request includes, but is not limited to:

- Electronic mail (emails) and attachments;
- Internal instant messages, Slack logs, or other messaging platform data;
- Handwritten notes, memos, and internal correspondence regarding my performance or tenure;
- Payroll records, timesheets, and commission statements;
- Personnel files, including disciplinary actions and termination notices;
- Any video or audio recordings involving my workspace or interactions;
- Metadata associated with any of the electronic files mentioned above.

Please take immediate steps to ensure that no routine data deletion, document shredding, or hardware recycling affects the records identified above. These materials should be preserved in their original format.

Please provide the requested personnel file by [Date/Within X Days] to the address listed above. If there is a fee for copying these records, please notify me in advance.

Sincerely,

[Your Signature]

[Your Printed Name]