**TO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Police Dept./Human Resources Dept.**

**FR:**

**Date:**

**Re: Request for Employment File pursuant to GL c. 149, Sec. 52C**

Dear Sir/Madam:

As you know, GL c 149, Sec 52C requires that:

*An employer receiving a written request from an employee shall provide the employee with an opportunity to review such employee's personnel record within 5 business days of such request. The review shall take place at the place of employment and during normal business hours. An employee shall be given a copy of the employee's personnel record within 5 business days of submission of a written request for such copy to the employer.*

Accordingly, please provide me with a complete, unredacted copy of my personnel record (for clarification, I am requesting all records and information that constitutes a personnel record as such records are specifically defined by Sec. 52).

I look forward to picking up my file within the time period provided by the statute.

 Thank you,