

Sample letter requesting to see personnel file

Your campus or home address

Your telephone number / email

Date

Chair/Director or Dean
Department or School/College/Division
Wayne State University
Detroit, MI 48202

Dear XXXXX:

This is a request to review my personnel file made under the Bullard-Plawecki Employee Right-to-Know Act (Public Act No. 397 of 1978) and Article XXV of the AAUP-AFT collective bargaining agreement. I have been employed at Wayne State University since August 12, 2001 as faculty/academic staff in the XXX Dept. My Banner ID number is 000111222.

I understand that all personnel files are maintained within the XXXX [college/school/division] and XXXX [department/center] offices. Therefore, as provided by Section 3 of Public Act No. 397 of 1978, I request a review of my file at the XXXX department conference room at your earliest convenience. I also understand that according to Article XXV of the AAUP-AFT collective bargaining agreement access must be provided within five working days.

Thank you.

Sincerely,

Your name

Sample letter requesting copy of personnel file

Your address

Your telephone number

Date