

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]
Dear [Recipient's Name],

Subject: Subject Access Request

I am writing to formally request access to my personal data under the [relevant data protection legislation, e.g., GDPR]. Specifically, I would like to obtain information regarding my employment history with [Company's Name].

Please provide me with the following information:

1. Details of my job titles and employment dates.
2. Records of any performance evaluations or appraisals.
3. Documentation related to any promotions, disciplinary actions, or terminations.
4. Any other relevant records pertaining to my employment history.

To assist in locating my records, my details are as follows:

- Full Name: [Your Full Name]
- Employee ID (if applicable): [Your Employee ID]
- Date of Birth: [Your Date of Birth]

I would appreciate your response within the statutory time frame outlined in the [relevant data protection legislation]. If you require any further information to process this request, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]