{{mail\_date}}

{%p if hr\_known == True%}

{{hr\_head.name.full(middle='full')}}

{%p if hr\_head.job\_title != ""%}

{{hr\_head.job\_title}}

{%p endif %}

{%p endif %}

{{ employer.name.full(middle='full')}}

{{employer.address.line\_one(bare = True)}}

{{employer.address.line\_two()}}

Dear {% if hr\_known != True %}{{employer.name.full(middle='full')}}{% else %}{{hr\_head.name.full(middle='full')}}{% endif %}:

{% if employment\_status == "not\_work" %}I started working as an employee of {{ employer.name.full(middle='full')}} around {{hiring\_date}}. My employment at {{ employer.name.full(middle='full')}} ended around {{end\_date}}.{% elif employment\_status == “work” or employment\_status == “on\_leave” %}I have been an employee of {{ employer.name.full(middle='full')}} since around {{hiring\_date}}.{% elif employment\_status == “laid\_off” %}I started working as an employee of {{ employer.name.full(middle='full')}} around {{hiring\_date}}. I was laid off around {{end\_date}}, but I am subject to recall. {% endif %}

I need a complete copy of my personnel record. {% if statute\_required == True %}Under the Personnel Record Review Act (820 ILCS 40), you are required to allow me to view the file and get copies within 7 days of this request.{% else %} I would like to view the file and get copies within 7 days of this request.{% endif %}

{% if response\_method == “email” %}Please send the copy of my personnel record to my email address: {{user.email}}. {% else %}Please mail the copy of my personnel record to me at the address listed below.{% endif %}

If you have any questions about my request, please contact me. Thank you very much.

Sincerely,

{% if add\_signature == False %}

{% endif %}

|  |
| --- |
| {%if add\_signature == True %} {{user.signature}}{% endif %} |

{{user.name.full(middle='full')}}

{% if user.address.address != “” %}{{user.address.line\_one(bare = True)}}{% endif %}

{% if user.address.city != “” or user.address.state != “” or user.address.zip != “” %}{{user.address.line\_two()}}{% endif %}

{%p if user.phone\_number != “” %}

{{ phone\_number\_formatted(user.phone\_number) }}

{%p endif %}

{{user.email}}