

**Personnel file request**

Instructions

You made your letter. Here’s what to do next.

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|  | 1. Print the letter. \*If you are sending the letter by email, you do not need to print. |
|  | 1. Sign the letter. \*If you already added your signature, you can skip this step. |
|  | 1. Keep a copy of the letter for your records. |
|  | 1. Deliver the letter to {{employer.name.full(middle='full')}}. You do not need to send these instructions. |

If {{employer.name.full(middle='full')}} does not give you a copy of their personnel file, you can file a lawsuit. A court could order them to give you a copy. You may want to talk to a lawyer first. Find low cost lawyers near you at: <https://www.illinoislegalaid.org/get-legal-help>

**Do not send these instructions to {{employer.name.full(middle='full')}}.**