

SAR letter directed to a past or current employer

Subject: Request for Access to Personal Data

Dear HR Department,

I am writing to request access to all personal data that [Company Name] holds about me as your employee (or former employee). This includes, but is not limited to, personnel files, payroll records, training records, internal communications mentioning me, and performance appraisals.

Please also provide information about how long this data will be retained and who has had access to it. I have attached a copy of my identification for verification.

I look forward to your response within the legally required timeframe.

Yours faithfully,

[Your Name]

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