Daim Qauv Ntawv Sau rau Kev Thov Daim Ntawv (Employment Records)

Nram qab no yog ib qhov piv txwv txog kev suav ntxiv nyob hauv ib daim ntawv kev thov thiab tsis yog yuav siv los ua kev sib foob.

**English**

[ Hnub Tim ntawm Tsab Ntawv ]

[ Txoj Kev Yuav Xav Tsab Ntawv (Xa Email / Xa U.S. Mail / Nqa Mus Rau (Hand Delivered, etc.) ]

[ Tswv Hauj Lwm Npe ]

[ Tswv Hauj Lwm Chaw Nyob ]

**Re: Request for Employment Records for [ Koj Lub Npe ]**

Dear Mr./Ms./Mx. [ Tswv Hauj Lwm Npe ]:

I am writing to request a copy of my employment records maintained by
[ Tswv Hauj Lwm Npe ], pursuant to Wisconsin’s Open Personnel Records Law (Wis. Stat. § 103.13).

Please provide these documents or a written response within seven business days. If you have any questions about my request, you can contact me in writing or by phone.

Thank you for your attention to this matter.

Sincerely,

[ Koj Npe ]

[ Koj Tus Xov Tooj / Tus Email ]

**HMoob**

[ Hnub Tim ntawm Tsab Ntawv ]

[ Txoj Kev Yuav Xav Tsab Ntawv (Xa Email / Xa U.S. Mail / Nqa Mus Rau (Hand Delivered, etc.) ]

[ Tswv Hauj Lwm Npe ]

[ Tswv Hauj Lwm Chaw Nyob ]

**Re: Kev Thov Daim Ntawv (Employment Records) rau [ Koj Lub Npe ]**

Hawm Txog Mr./Ms./Mx. [ Tswv Hauj Lwm Npe ]:

Kuv sau tsab ntawv no tuaj ua kev thov ib daim luam ntawm kuv kev hauj lwm (employment record) tau los ntawm tus [ Tswv Hauj Lwm Npe ], nyob hauv tsab cai xeev (Wisconsin’s Open Personnel Records Law) (Wis. Stat. § 103.13).

Thov pab muab cov ntaub ntawv no los sis sau teb tuaj nyob rau xya hnub lag luam tuaj no. Yog koj muaj lus txog kev thov, koj sau ntawv los sis hu xov tooj.

Ua tsaug rau koj tseem pab saib xyuas kuv qhov no.

Meej Xeeb,

[ Koj Npe ]

[ Koj Tus Xov Tooj / Tus Email ]