[Date]

[Employee First Name] [Employee Surname]

[Employee Address]

**Letter Advising Access to Employee Records**

Dear [Employee First Name],

## Re: Your request for access to your HR file

In response to your request to view your HR file, [Company Name] confirms that reasonable access to your personnel file will be granted to you. Information that is commercially sensitive and/or confidential in nature will not be available for your viewing.

[Salutations for goodbye],

[Company Name]

[Letter Signatory Name]

[Letter Signatory Position]