

SAMPLE INFORMATION REQUEST

Date _____

To: Mr. Jackson Lewis
Director of Human Resources
St. Mary's Hospital
Boston, MA 02111

RE: Information Request

Dear Mr. Lewis:

For the purpose of investigating a grievance, the Union requests the following information:

1. A copy of the personnel file of Employee X.
2. A copy of all current hospital personnel policies, practices or procedures regarding _____.
3. The list of all other employees disciplined for similar incidents/violations in the past 5 years.
4. Copies of the discipline issued and the personnel files of the employees listed in Item #3.
4. Copies of notes of all interviews conducted in the investigation of Employee X, and copies of any other evidence gathered in the investigation.
5. The names and contact information of all persons who supplied information to the employer, which contributed to the employer's decision to discipline Employee X.

Contact me immediately if there are any questions on this request. Please provide this information no later than (specific date). Thank you for your prompt attention to this matter.

Sincerely,

MNA Floor Representative

Cc: _____
