

SUBPOENA DUCES TECUM

To: [Name of the Custodian of Records]

Company: [Name of the Organization]

Address: [Complete Address]

From: [Your Name]

Title: [Your Title]

Address: [Your Complete Address]

Date: [Date]

RE: Subpoena Duces Tecum for Employment Records

You are hereby commanded to produce and permit inspection and copying of the following documents at [Place of Production] on [Date and Time]:

1. All employment application forms submitted by [Employee's Name] during the period of [specific dates].
2. All personnel files regarding [Employee's Name], including but not limited to performance reviews, disciplinary records, and termination documents.
3. All payroll records, including wage history and tax information for [Employee's Name].

Please take notice that failure to comply with this subpoena may result in sanctions or contempt of court.

Thank you for your cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Contact Information]