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2. Print and Sign.
3. Make a copy then post the letter.
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*WHEN TO USE THIS LETTER:*Use this letter to request a copy of your employment agreement. |

[DATE]

[YOUR NAME]

[YOUR ADDRESS]

[EMPLOYER’S NAME]

[EMPLOYER’S ADDRESS]

**Sent by [POST/EMAIL]**

Dear [EMPLOYER’S NAME]

**RE: REQUEST FOR EMPLOYMENT AGREEMENT**

I am writing to ask to have the terms of my employment recorded in a written agreement.

I would like the terms and conditions of my employment recorded in writing so that our rights and obligations are clear. I also understand it is a legal requirement to provide me with a written employment agreement.

Please send a copy of the proposed agreement to my address. I will contact you to discuss any issues I have with the agreement before I sign it.

I look forward to hearing from you.

Yours faithfully,

[YOUR NAME]

[YOUR PHONE NUMBER]