

[Your Full Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Data Protection Officer / HR Department]
[Company Name]
[Company Address]

Subject: Formal Request for Erasure of Personal Data and Data Portability

Dear [Name of Contact Person or Department],

I am writing to formally exercise my rights regarding my personal data held by [Company Name] following my application for the position of [Job Title] on [Date of Application].

1. Right to Erasure (Right to be Forgotten)

In accordance with applicable data protection laws, I hereby request that you delete all personal data you hold relating to me. This includes, but is not limited to, my CV, cover letter, interview notes, and contact information. I believe the data is no longer necessary for the purposes for which it was originally collected.

2. Right to Data Portability

Before the aforementioned erasure is completed, I also exercise my right to data portability. Please provide me with a copy of the personal data I have provided to you in a structured, commonly used, and machine-readable format (such as a CSV or PDF file). Please send this data to the email address provided above.

Please confirm receipt of this request and provide an update on the progress of both the data transfer and the subsequent deletion of my records within one month, as required by law.

If you require any further information to verify my identity, please let me know as soon as possible.

Yours sincerely,

[Your Signature (if sending by post)]

[Your Printed Name]