

MILFORD PUBLIC SCHOOLS  
Human Resources Office

TO: \_\_\_\_\_

FROM: Wendy Kopazna  
Director of Human Resources

RE: *Paperwork Required for Personnel File*

DATE:

I am writing to advise you that the following information is required in order to complete your personnel file. As you may recall, your letter of intent stated that you were required to submit certain pieces of information to us. Please arrange to have these item(s) sent to my office immediately. If you have any questions or if there is any reason why you are unable to comply with this request, please call my office at 783-3403.

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Thank you for your cooperation.

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