

MILFORD PUBLIC SCHOOLS  
Human Resources Office

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

FROM: Wendy Kopazna  
Director of Human Resources  
203-783-3404

RE: *Paperwork Required for Personnel File*

DATE:

I am writing to advise you that you still have not provided us with the following necessary information that is required in order to complete your personnel file. You have already received a first notice regarding these missing items. It is imperative that you submit these items immediately or call my office to explain why they are not readily available. Please call my office at extension 3691 and speak with Carol Altieri should you have any questions.

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Thank you for your cooperation.

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