

MILFORD PUBLIC SCHOOLS
Human Resources Office

TO: _____

FROM: Wendy Kopazna
Director of Human Resources
203-783-3403

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 may already have received two prior notices about these items. It is unacceptable that these items are still missing. If we do not receive the paperwork listed below or receive a phone call from you about them, further action will need to be taken. Please call Carol Altieri at extension 3691 should you need to provide information about the paperwork requested.

Thank you for your cooperation.

win:forms