



Business Office

364 South Park Street • Walla Walla WA 99362-3249 • FAX (509) 526-1682 • (509) 527-3000

Date

Name
Address
City, State, Zip

Re: Employment Authorization Card – FINAL REQUEST

Dear:

You have been notified in two previous letters, dated _____, and _____, that the Social Security Card you provided when hired stated that it was valid for work only with DHS authorization. The expiration date on your Employment Authorization Card expired on _____.

As of the date of this letter, you still have not provided the School District with the information requested or otherwise notified the School District that the matter has been resolved. It is extremely important that this matter be resolved immediately.

Provide to the Walla Walla Public Schools Payroll Office at 364 S. Park Street your updated Employment Authorization Card or your Social Security Card if the “Valid for work only with DHS authorization” has been removed from your card. Failure to respond to the School District’s repeated requests to resolve this matter, constitutes just cause for termination.

As such, failure to provide the School District with documentation that the information has been corrected or otherwise notify the School District that the matter has been resolved within Thirty (30) calendar days of the date of this letter will result in a recommendation for termination of your employment at the School District.

Please do not ignore this final request. It is your responsibility to resolve this issue immediately. You may wish to contact your labor organization if represented by a union, or a community advocacy organization if available, to provide assistance to you in resolving this matter.

If, after Thirty (30) calendar days from the date of this letter, you have failed to provide the School District with documentation that the information has been corrected or otherwise fail to notify the School District that the matter has been resolved, you will be given the opportunity for a meeting with the Personnel Director, along with a representative of your choice, to further discuss the matter.

If you have any questions about this letter, or would like to schedule a meeting to discuss the letter, please contact me.

Sincerely,

Elaine M. Bluhm
Payroll Officer