



DIVISION OF BUILDING

240 Columbus Avenue  
Sandusky, Ohio 44870  
419.627.5940  
[www.cityofsandusky.com](http://www.cityofsandusky.com)

Date: \_\_\_\_\_

To Whom It May Concern:

I, \_\_\_\_\_, currently have no employees. If in the future there would be a need to hire an employee, I would notify the Bureau of Worker's Compensation immediately and submit the proper documentation to the City of Sandusky.

Signed:

\_\_\_\_\_

*Signature*

Sworn and subscribed in my presence this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_

Notary Public Erie County, Ohio