



ALPENA COUNTY SHERIFF'S OFFICE

Sheriff Erik W. Smith · 4900 M32 W · Alpena, Michigan 49707
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July 7, 2022

To: Alpena County Personnel Committee

From: Sheriff Erik W. Smith

Ref: Step Increase for Receptionist Cassidy Szatkowski

August 19, 2022 will mark one year of employment for Sheriff's Office Receptionist Cassidy Szatkowski. As you can see by the attached performance review form, Cassidy exceeds expectations and is a valuable employee. I'm requesting that she is approved for the next step in her wage scale.

Respectfully,

A handwritten signature in black ink, appearing to read "Erik Smith", written over a horizontal line.

Erik Smith, Sheriff