

Notice of Compliance Conference - Employer

Date: ___ / ___ / ___

Sections: _____

Dear _____

Our investigation indicates you may be in violation of the above section(s) of the New York State Labor Law, Industrial Code or regulation for which we may bring a legal proceeding against you. Before taking further action, it is Department policy to attempt to achieve compliance and reach an amicable resolution by holding a compliance conference.

Accordingly, we have scheduled a conference and request that you appear promptly at the Department of Labor office listed here:

Address: _____

Date: ___ / ___ / ___ **Time:** _____

This is your final opportunity to bring any evidence that you have not yet presented to the Division of Labor Standards. Instead of attending, payment of \$ _____ received in our office no later than ___ / ___ / ___ will fully resolve the matter. Your failure to appear may result in a decision against you. We appreciate your full cooperation.

Information may be required for the conference. Please bring the following (if the box is checked):

This Notice of Compliance Conference

Your payroll records for the period **From:** ___ / ___ / ___ **To:** ___ / ___ / ___

A copy of any written agreement that you had with the complainant

Other: _____

Any request to reschedule this conference must be made to this office at least ten (10) days before the date listed above.