

Sample Letter - Fully surplus, leave of absence, not available for placement

Your address
Your home phone
Your summer contact information

Date

Mr. Andre Labrie
Superintendent of Human Resources
Limestone District School Board
220 Portsmouth Avenue
Kingston, Ontario
K7L 4X4

Dear Mr. Labrie:

Having received a letter stating that I was surplus to the Limestone District School Board, I am requesting a Leave of Absence for my full entitlement under Articles 20.5.8 and 29 of the collective agreement.

I would like to return to the Limestone District School Board next year.

Thank you for your attention to this matter.

Sincerely,

Your Name
Your School(s)

copy: Teresa Marrello, District Officer, OSSTF
Paula Medeiros, Secondary Staffing Coordinator, LDSB
Name Principal, Principal of Your School