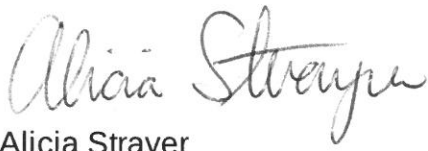


To whom it may concern:

This letter is to notify you that I am pregnant, and wish to take maternity leave during the 2019-2020 school year. It is my request to start maternity leave on August 26, 2019 and anticipate my return date to be October 21, 2019. Once a substitute is found, I will be willing to meet with them to ensure they are best prepared for their role as my substitute. Thank you for considering this request.

Sincerely,

A handwritten signature in cursive script that reads "Alicia Strayer". The signature is written in dark ink and is positioned above the printed name.

Alicia Strayer
Verndale Public School
Kindergarten Teacher