

Subject: Maternity Leave

Melissa Wash
1st Grade Teacher

To Whom It May Concern:

This letter is to request a maternity leave beginning September 23, 2013 and ending immediately after Winter Break with a return date of January 6, 2014. I am asking this request to be approved as long as there are no unforeseen issues that could arise prior to or after delivery. I appreciate your consideration and your approval.

Thank You,



Melissa Wash
1st Grade Teacher
Gallatin County Lower Elementary