

Teacher Name
Address

Date

Jamie Nunn
Superintendent of Human Resource Services Division
Hamilton-Wentworth District School Board
20 Education Court
Hamilton, ON
L9A 0B9

Re: Request for Removal of Disciplinary Action from Human Resources File

Dear Mr. Nunn:

Under Article L28.03 of the Collective Agreement, I am writing to request the removal of a discipline file that was placed in my file on _____. It has been over eighteen months since that discipline and my personnel file has been free of any written warning or other disciplinary action during the intervening period. Thanks in advance for taking the time to review my request. I look forward to hearing from you in regards to this matter.

Sincerely,

Name
Teacher
School
Board email

cc. Jose Tremblay – Manager of Labour Relations