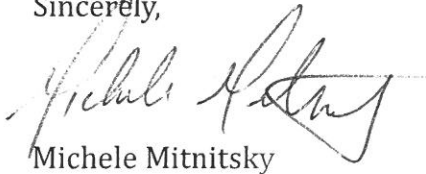


March 13, 2017

Dear Dr. Arbour,

It is with regret that this letter serves as a request for a leave of absence for the upcoming school year 2017-2018. My husband's employer has temporarily assigned him to a location out of state. He has been traveling back and forth each month to help with things at home however, it has become increasingly difficult and has become a burden. I truly enjoy working at Dover High School. The science department is supportive and professional and I enjoy working with them everyday. My students challenge me on a professional level and this makes me a better teacher. I plan to return next year after my husband's assignment is completed. Thank you for considering my request.

Sincerely,

A handwritten signature in black ink, appearing to read "Michele Mitnitsky", with a stylized flourish at the end.

Michele Mitnitsky