

SAMPLE LETTER
Category Change and/or Related Experience Allowance

(Date)

Mr. D. Bestard, Manager Human Resources
Lambton Kent District School Board
200 Wellington Street
Sarnia, ON N7T 7L2

Dear Mr. Bestard:

According to Article 8.02.2 of the Collective Agreement, I am writing to inform you that I have recently completed courses that will lead to a Category change for salary purposes. I have submitted documentation on *(date of submission)* to the Certification Department at OSSTF and am waiting for my new Category Rating Statement. I will forward the statement as soon as I receive it so that my salary can be adjusted.

OR

According to Article *(10.01 - industrial or commercial or 10.02 - teaching)* of the Collective Agreement, I am enclosing documentation which verifies *(number of years)* years of related experience. Please advise me at your earliest convenience of my new salary which takes into account this additional experience on the grid.

Thank you for your attention to this matter.

Yours truly,

(Your Name)

Revised September, 2011