

December 17, 2020

To whom it may concern,

This coming spring I will be completing my student teaching for my teaching degree. I would like to request an unpaid leave of absence from my current position as an instructional aide at Aurora Borealis Charter School beginning 1/13/21 with the last day being 4/30/21. My first day back to work will be 5/03/21.

Please let me know if any additional information is needed.

Thank you,

A handwritten signature in black ink, appearing to read "Nikiesha Richards", followed by a long horizontal flourish line.

Nikiesha Richards

Handwritten initials "J.C." in black ink, with a small mark to the right of the "C".