

March 9, 2017

To Whom It May Concern,

My name is Kayce James, and I work as a Special Education Resource Aide at Seward Middle School. I am requesting an unpaid leave of absence effective August 15th, 2017 through May 24th 2018 for personal reasons. Thank you for your consideration.

Sincerely,

*Kayce Marie James*  
Kayce Marie James

*Carmichael*  
*3/22/17*