

October 31, 2019

Dr. Schmiesing,

I am formally requesting to be off five working days beginning on January 23rd and ending January 29th to attend my husband's annual company trip. In the past, I have used my three personal days and then taken deducts days to account for any additional days off. I am requesting my three personal days for January 23rd, 24th, and 27th, and would then need to take deduct days on January 28th and 29th.

Respectfully,

A handwritten signature in green ink that reads "Dawn R. Adams". The signature is fluid and cursive, with the first name "Dawn" being more prominent.

Dawn R. Adams,
EL Teacher