

**SAMPLE LETTER**  
**Category Change**

(Date)

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

Dear Mr. Leitch:

According to Article 8.02 of the Collective Agreement, I am writing to inform you that I have recently completed a course that will lead to a Category change for salary purposes. I have submitted documentation on (date) 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- *business and/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,