

***DRAFT - SAMPLE LETTER***

\_\_\_\_\_  
Ms. Dana Sirsiris  
Director of Human Resources  
School District #42 (Maple Ridge-Pitt Meadows)  
22225 Brown Avenue  
Maple Ridge, BC V2X 8N6

**Re: Provincial Collective Agreement Article E.8: Personnel Files**

Dear Ms. Sirsiris,

I am writing with respect to my personnel file at District Education Office. I have reviewed the contents of my file on \_\_\_\_\_, \_\_\_\_\_.

In accordance with Article E.8.8 of the Provincial Collective Agreement, I am electing to have the following items removed from that file:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please advise as to when I should expect that these materials will be removed. Thank you for your attention to this matter.

Sincerely,

Teaching Member  
School District #42 (Maple Ridge-Pitt Meadows)