(Date)

Ms. Soula Tsafaras

Coordinator

Human Resources Department

Dawson College

3040 Sherbrooke St. West

Westmount, QC H3Z 1A4

**Subject: (Name of employee)**

**Request for reclassification**

Sir,

I presently occupy a position in the (title of present class of employment) class of employment. I believe that the principal and customary duties that the College presently requires me to perform do not correspond to my class of employment.

In accordance with clause 9-4.01 of the collective agreement, I am requesting a reclassification to the (title of the desired class of employment) class of employment.

I’ve attached the required duly-completed job description form to this letter.

Sincerely,

(Signature)

(Name of the employee)

Enc. Job description form

c.c. Dawson Support Staff Union