

November 23, 2017

Dear (Name of Associate Dean/Manager/Dean),

After learning of the college's contingency plan for the recovery of the school year after the strike, it is clear to me that I need to be issued a new SWF. The college has significantly changed the length of the term, the term dates and my work assignments.

Given that the strike and subsequent term recovery plan is a change in circumstance, I request a new SWF that is mutually agreed upon.

I need your reply by Dec. 1, at the latest. An earlier response would be appreciated.

Sincerely,