



*Middleboro Education Association*

Middleboro, MA 02346

Plymouth County Education Association affiliate  
Massachusetts Teachers Association affiliate  
National Education Association affiliate



\_\_\_\_\_ (Current Date)

To: Superintendent of Schools  
Middleborough Public Schools  
30 Forest Street  
Middleboro, MA 02346

From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Mr. Lynch,

This letter is submitted to inform the district that I will be completing the coursework necessary to move from Column \_\_\_\_\_ to Column \_\_\_\_\_ on \_\_\_\_\_ (date). I understand that the column shift is subject to the terms of the contract and will take place in either September or January accordingly.

Sincerely;

\_\_\_\_\_ (Print name)

\_\_\_\_\_ (Signature)