

**SCHOOL PLANNING & IMPROVEMENT  
EDUCATION, PEOPLE AND BUSINESS**

East Dunbartonshire Council  
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Our Ref:  
If phoning or calling ask for: Gavin Haire  
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Date:

Dear ,

**REQUEST TO JOB SHARE**

I refer to your request to job share and write to advise you that, following consideration, your request has been granted.

Your new working pattern will be **(insert details)** and will commence on **(insert date)**.

A new contract will be issued in due course but in the meantime, I would ask you to confirm receipt of this letter.

If you have any questions please do not hesitate to contact me.

Yours sincerely,

**Gavin Haire**  
**School Planning & Improvement Manager**