



# Rye Junior High School

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Alison Dunn  
6 Maple Ave  
Rye NH, 03870

February 19, 2024

SAU 50

70 Post Road,

Greenland NH 03840

Dear Principal Gilbert, Superintendent Zdravec, and Asstisant Superintendent Killen:

I am writing to formally request a leave of absence for the duration of the 2024-2025 school year. After much contemplation and consideration of personal circumstances, I have come to the difficult decision that I need to take time away from my duties as a School Counselor at Rye Junior High School to focus on family matters and personal growth.

Having served the district for the past thirteen years, I have developed deep connections with both my colleagues and students. It is not without a heavy heart that I make this request, but I believe it is necessary for my overall well-being and the well-being of my family.

During my absence, I will ensure a smooth transition for my replacement and provide any necessary support to ensure the continued success of the counseling program at Rye Junior High School. I am committed to maintaining open lines of communication and will make myself available for consultation as needed.

I kindly ask for your understanding and support as I navigate this challenging period in my life. Please consider this letter as formal notification of my intent to take a leave of absence for the 2024-2025 school year. I will submit any necessary paperwork and adhere to all district policies regarding leaves of absence.

Thank you for your attention to this matter. I am grateful for the opportunities and experiences I have had within the district, and I look forward to returning with renewed energy and dedication.

Sincerely,

Alison Dunn