

COPY



CATHOLIC EDUCATION OFFICE

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M E M O

TO: Mr Claude Hamam
 Principal
 St Ann's Special School

FROM: Michael Critchley

DATE: 9 September, 1991

RE: DRAFT LETTER AS DISCUSSED

Date

Addressee

Dear

I note that you have been a volunteer bus driver for the school since _____ and from time to time have been employed on a casual basis.

Your contribution as a volunteer bus driver for disabled students has been appreciated. However, I advise that your volunteer services will no longer be required, nor will you be offered casual work in the future. In the circumstances you will appreciate that there would be no need for you to attend at the school premises, nor to attend to undertake any volunteer driving work.

Yours sincerely

MC:MK

Michael Critchley
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 Signature of
 Michael
 Critchley.