

# INTEROFFICE MEMORANDUM

Date: March 28, 2013  
From: William Spann  
To: S. Thomas  
RE: **Employment**

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To whom it may concern:

This is a short memo in reference to working for the school district this summer.

My name is William Spann and I have worked for the district in the previous years and I am interested in coming back and working this summer.

I am currently enrolled as a fulltime student and will not be available to start work until the end of May or the 1<sup>st</sup> week of June.

Thank you for your consideration. I look forward to being a part of the summer working team.

William A. Spann

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MAR 28 2013  
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