SENECA POLYTECHNIC

**MEMORANDUM**

DATE: October 17, 2023

TO: Mr. Jeeves Bing

Supervisor, Seneca College

FROM: Mr. Yuvraj Singh

Part-time Assistant Professor, Seneca College

Building A, Room 4156 - Newnham Campus

1750 Finch Avenue East, Toronto, Ontario, M5B 2G4

SUBJECT: Leave of Absence Request

I am writing to request a leave of absence from October 20, 2023, to November 21, 2023. The purpose of this leave is to collaborate with the Ontario Ministry of Education as an educational consultant on a curriculum enhancement project aimed at better preparing high school students for college.

This project aligns with our shared goal of improving the quality of high school courses in Ontario, particularly those relevant to Seneca College programs. The Ministry has accepted my recommendations, and I believe my involvement is vital for its success.

I kindly request your support for this opportunity, which will positively impact our institution and Ontario's educational framework. I am dedicated to ensuring a smooth transition and returning with valuable insights after the project.

Your understanding is greatly appreciated.