

Job Tenure Prerequisite Exemption

Date:

To:

Department:

Subject: Job Tenure Prerequisite Exemption Request

Dear ,

I am formally requesting an exemption from the job tenure prerequisite for the position of within the department.

The standard requirement is years of tenure; however, I believe that my experience and qualifications are sufficient to warrant consideration for this exemption. Please find my reasons below:

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I appreciate your consideration of my request. Please let me know if further documentation or information is required.

Sincerely,

(Signature)

(Printed Name)

(Employee ID or Position)