

.....School

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Date:.....

The Human Resource Officer  
Thru' Principal Education Officer  
Department of Education  
Georgetown.

Thru' Headteacher

.....School

Dear Sir/Madam:

PERMISSION TO LEAVE THE COUNTRY

I hereby seek your permission to leave Guyana on Vacation/Business/Scholarship. The information given below is true and correct and I will make every effort to return as soon as my period of vacation/business/scholarship comes to an end.

The following are the relevant particulars:

Name: .....

Address (Guyana) .....

Address (Overseas) .....

Local contact No.: .....

Overseas Contact No. ....

Status of teacher ..... Date of Present Appointment.....

Cyril Potter College of Education from:.....to.....

Period of training at the University of Guyana from:.....

Expected Date of Departure:.....

Expected Date of Return:.....

Full reason(s) for leaving Guyana:.....

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Signature of Teacher:.....

TO BE COMPLETED BY HEADTEACHER:

Is teacher indebted to the school? Yes  No  If yes, give details.....

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Will teacher be handing over all relevant records/documents/equipment/programmes?.....

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Is a replacement necessary?.....

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Signature Headteacher:..... Date:.....