ATTN:

Erin Griffiths  
Chief Executive Officer  
Hay River Health and Social Services Authority   
[erin\_griffiths@gov.nt.ca](mailto:erin_griffiths@gov.nt.ca)

[date]

Ms. Griffiths:

I, [name], am requesting an appeal of my current job evaluation under Article 36 of the Collective Agreement.

With this appeal, I am also requesting an up-to-date copy of the Job Description for my position as well as its current evaluation and the rationale supporting the point rating assigned.

Sincerely,

[Name and position title]

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