

[School letterhead](#)  
[date](#)

## LETTER TO EMPLOYERS

**FROM:** [Principal](#)

**REGARDING:** Workshop for your staff who have children in Grade 1

I am writing to ask you to provide some work time flexibility to your employee who is also the parent of a grade 1 student in our school.

Grade 1 is an exciting time for children and their parents. It is when teachers set a foundation for children's reading and math skills. We rely on parents to support classroom learning and offer a workshop to help them do this:

- **Come Read with Me** is about at-home reading

We hear from some parents that it is hard to leave work to attend a daytime workshop. Please consider providing some workday flexibility so this parent can participate.

If you have any questions or require further information, please contact me at [contact #](#)

I appreciate your support!

[Principal's name](#)

[Facilitator's name](#) will facilitate the workshop.

Families receive a free storybook and other supplies to learn with at home.