Appendix I(a)

Sample

（Please use letterhead of the school）

Letter of Reference for Redundant Teacher

Mr/Ms_____

Date

To Whom It May Concern

According to the letter on Class Organisation and Staff Establishment for the 20XX/XX School Year issued by the Education Bureau, there will be an adjustment to the number of approved class(es), that staff establishment will also be adjusted accordingly. This is to certify that Mr/Ms_____ (ID Card No. _____) is a redundant teacher of this school due to the corresponding decrease in the teaching staff entitlement for the 20XX/XX school year.

Details of the service of Mr/Ms _____ in our school are listed below:

Period of service:	from day/month/year to day/month/year
Rank (by the time of leaving):	(e.g. APSM)
Subjects taught and levels:	
Other duties taken up:	
Salary (by the time of leaving):	$X (MPS Pt. X)

(Recommendation of this teacher to be incorporated by the school where appropriate)

(sign / chop)
Supervisor
xxxxxx School