

CSEP ANNOUNCEMENT LETTER TO MANAGER TEMPLATE

1 DOWNLOAD

Click the file CSEP Announcement Letter to Manager Template.docx to download a copy of the file to your computer.



2 EDIT

Follow the prompts within the document to input the name [CLIENT/MANAGER NAME]



3 SIGN

Sign the bottom of the document with [YOUR SIGNATURE] and [YOUR NAME] Add a paragraph about your current role and general history. Replace the text in blue.



4 SHARE

Share the file with your manager

