(CAE),

An offering of (course and section number) is scheduled for the \_\_\_\_\_ semester at (day and time) and we are offering this course to you. Please confirm via return email whether you can teach it by (deadline of at least five business days). If we do not hear from you by this time, the course will be offered to someone else.

When considering whether to accept this offer, you are required to ensure that you remain within term and multi-section course limits under the Collective Agreement (Article 18A.04).

Thank you,

(Department or Faculty)