

**USE THIS SAMPLE LETTER FOR PARAPROFESSIONALS THAT YOU
INTEND TO REHIRE LATER IN THE SUMMER**

(USE SCHOOL LETTERHEAD)

“Date”

Dear “Name of Employee”:

This letter is to confirm our conversation of “Date”, concerning your employment for the 2010-2011 School Year.

You are not initially being recommended for employment during the 2010-2011 School Year. You will be considered for employment at a later date. Employment will be contingent on funding and identification of sufficient number of students.

If you have any questions, I will be happy to discuss this matter with you.

Sincerely,

“Principal Name”

I have read and understand the conditions for future re-employment as “Position” at “School Name”.

Signature

Date