

**USE THIS SAMPLE LETTER FOR EMPLOYEES YOU ARE NOT GOING TO  
REHIRE NEXT SCHOOL YEAR (EXCEPT PARAPROFESSIONALS)**

(USE SCHOOL LETTERHEAD)

“Date”

Dear “Name of Employee”:

The purpose of this letter is to inform you that as of today’s date, you have not been recommended for employment for the \_\_\_\_\_ School Year. I will notify you if anything should change regarding this situation. If you have health insurance coverage, you will be receiving information on how you may continue it beyond September 30, 2010. If you have questions regarding your health insurance, please call Joan Hall at 674-8123, ext. 30.

Sincerely,

“Principal Name”

I have read and understand the above letter.

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Signature of Employee

Date