

# LETTERHEAD

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March 23, 2018

VIA EMAIL AND REGULAR MAIL

Name  
Address

Dear Name,

The administrative team has made the decision to recommend that the Board of Education not reemploy you for the 2018-2019 school year based on the items specified on your PERA evaluation.

The recommendation will be voted on by the school board on April 5, 2018 in accordance with our school district timelines for notification of non-renewal of staff.

Sincerely,

Executive Director of Human Resources

Cc: Personnel File