

**NOTICE OF NONREEMPLOYMENT
REDUCTION-IN-FORCE**

(Date)

(Name of Employee)
(Address of Employee)

RE: Notice that Nonreemployment (Dismissal) Due to Reduction-in-Force has been Approved by the Board of Education

Dear _____:

On the ____ day of _____, _____, the _____ Board of Education voted to eliminate your employment position and to not renew your contract for the ____ - ____ school year because of a reduction-in-force.

The basis for the board's decision is: _____

_____.

The decision of the board of education is final and nonappealable.

If the board decides to reinstate your specific position within the next school year, you will be notified and may be eligible to be reemployed.

Very truly yours,

Superintendent of Schools

(TO BE PERSONALLY DELIVERED TO INDIVIDUAL AND TO BE MAILED BY CERTIFIED MAIL, RETURN RECEIPT REQUESTED, ADDRESSEE ONLY.)