

**NOTICE OF HEARING
REDUCTION-IN-FORCE**

(Date)

(Name)
(Address)

RE: Notice of Hearing on Recommendation for Nonreemployment Due to Reduction-in-Force

Dear _____:

This is to notify you that on the ____ day of _____, _____, at _____ p.m., the _____ Board of Education will hold a hearing at _____ (address), at which time the board will consider and determine whether to accept my recommendation that your position be eliminated due to a reduction-in-force. This reduction-in-force will take effect on _____.

The cause or causes and the underlying facts for the recommendation are as follows: _____

_____.

Also enclosed with this letter is a copy of my recommendation, which sets out the cause or causes and underlying facts on which the recommendation is based.

You have the right to appear before the board at the hearing and present your position and witnesses and other evidence as to why a reduction-in-force is not necessary, why your specific teaching position should not be eliminated, and why your teaching contract for the ____ - ____ school year should be renewed. You will be given an adequate opportunity to present your side of the matter to the board of education.

If you have any questions concerning the procedures to be followed at the hearing, please feel free to contact me.

Very truly yours,

Superintendent of Schools
Enclosure

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