

**SAMPLE LETTER**

**(NON-REAPPOINTMENT OF LESPA AND LOCAL 1010 EMPLOYEES)**

Date:

Dear (Employee):

With the exception of permanent staff, all employees in the district work on one-year appointments. After serious consideration of all factors, I regret to inform you that I have not recommended that you be re-appointed for the coming year. Your employment with Leon County schools will, therefore, end on \_\_ . (**Use June 27, 2024 for 12-month employees, May 29, 2024 for 10-month (212 day) employees, and May 24, 2024 for 10-month (185 day) employees.)**

Please be advised that you should receive a COBRA notification regarding the termination date of your insurance coverage. If you do not receive a notice within 30 days of your termination date, please contact Benefits at (850)487-7150.

On behalf of the District, thank you for your service and contributions during this past year and best wishes in your future career endeavors.

Sincerely,

Principal or Administrator

cc: Personnel File