Please put it on the School Board Letterhead

Date

TEACHER NAME

Street Address

Tallahassee, FL ZIP

Dear TEACHER NAME:

After carefully considering the needs of our school, I have decided not to continue your probationary appointment as a teacher with the Leon County School District (District). I am, therefore, recommending to the Superintendent that your appointment be terminated on DATE.

This action is consistent with your current employment status with the District as a teacher holding a probationary contract under provisions of Florida Statute Section 1012.335. The pertinent sections of Florida Statute Section 1012.335 read as follows:

Beginning July 1, 2011, each individual newly hired as instructional personnel by the district school board shall be awarded a probationary contract.

Probationary contract means an employment contract for a period of one (1) school year awarded to instructional personnel upon initial employment in a school district. Probationary contract employees may be dismissed without cause or may resign without breach of contract.

Thank you for your service to the District.

Sincerely,

PRINCIPAL NAME  
Principal, School

cc: School Director

Deana McAllister, Labor & Employee Relations

Brett Shively, Divisional Director, Human Resources

Personnel File