BOARD CHAIR BOARD MEMBERS

Rosanne Wood Marcus Nicolas

Darryl Jones

BOARD VICE CHAIR Alva Swafford Smith

Laurie Lawson Cox

SUPERINTENDENT

Rocky Hanna

Date:

Dear

Your annual contract with the Leon County School District expires on . I am recommending to the Superintendent that you be nominated for an annual contract until as this position is grant funded and this project is currently only founded until Consequently, this position will be eliminated as of

Please note that although I am recommending you for reappointment, this recommendation may be withdrawn due to the District’s uncertain budgetary status. The School Board is scheduled to act on reappointment recommendations by the end of

If you wish to accept this offer of nomination for an annual contract until ,you must sign below and return this letter to me by . If you do not sign and return this letter by this date, I will assume that you have decided not to return and the recommendation will be withdrawn.

On behalf of the District, thank you for you service and contributions during the past school year and I look forward to your response to this offer.

Sincerely,

CC: Human Resource

Labor and Employee Relations

I hereby acknowledge receipt of this letter and by my signature below accept the offer to recommend my nomination to the Superintendent for consideration for an annual contract until

Employee Signature Date Receive

Last 4 SSN Date Signed