

**SAMPLE LETTER**

**(RE-APPOINTMENT OF LESPA EMPLOYEES)**

Date:

Dear Employee:

This is to inform you that I have recommended that you be re-appointed for the 2024-2025 year as a (classification title) for (number of hours per day). Your return date is \_\_\_\_\_\_\_\_\_\_\_. **(Use August 5, 2024 for 10 month (185 days) and July 1, 2024 for 12 month employees.)**

Please note that although I am at this time recommending you for reappointment for the 2024-2025 year, this recommendation may be withdrawn due to the District’s uncertain budgetary status.

If you have any questions, I will be available to discuss this matter with you.

Sincerely,

Principal or Administrator