

**SUPPORT PERSONNEL  
REASONABLE ASSURANCE OF EMPLOYMENT**

(Date \_\_\_\_\_)

RE: Reasonable Assurance for 20 -20 School Year

Dear \_\_\_\_\_:

On behalf of Gore Public Schools, I would like to thank you for your service during this school year. Your last working date before summer is listed in your work schedule from your site principal. We intend to employ you in the same capacity for the following school year. Contract date will resume \_\_\_\_\_, 2019. See your site principal for your schedule.

In order to determine our personnel needs, please let us know if you **do not** intend to return for the upcoming school year by contacting your site principal by May 30, by 12noon.

Sincerely,

**Superintendent**

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Please return this portion to the site principal by May 30:

\_\_\_ Yes, I intend to return for the following school year.

\_\_\_ No, I do not intend to return for the following school year.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Name Printed

\_\_\_\_\_  
Date