

**Exhibit: Instructional Staff Reduction in Force
Sample Notice Letter**

[DISTRICT LETTERHEAD]

[Date]

[Name]

[Address]

Re: Recommendation to Cancel Employment

Dear [Name]:

This letter is sent to advise you that the Board of Education has determined that a [fiscal exigency] or [program change] requires cancellation of the employment contract of ____ District teacher(s), and that I have recommended that your employment with the District be concluded effective at the conclusion of your contract for the [20xx-20xx] school year. The reasons for the proposed reduction in our teaching staff are described in my memorandum to the entire staff dated _____, as well as a memorandum, which was prepared on that same date. Both memos are attached for your reference.

You are hereby notified that you are entitled to a hearing regarding the recommendation that your teaching contract be canceled. The purpose of the hearing shall be as set out in the District's reduction-in-force procedure GCQA-R, which is attached. If you desire to have a hearing, you may be represented by a person of your choice and may present relevant information according to the terms of policies GCQA and GCQA-R. If you desire a hearing concerning my recommendation, you must notify the board president in writing to be received by him/her on or before 10 days of receipt. If you fail to provide such notification by that date, you will have waived your right to a hearing and the Board of Education shall proceed to take action upon my recommendation, as it deems appropriate and without your input.

Please contact me if you have any questions.

Sincerely,

Superintendent
Mapleton Public Schools