



# JEFFERSON UNION HIGH SCHOOL DISTRICT

To: Human Resources Department

From: \_\_\_\_\_

Date: \_\_\_\_\_

Re: Voluntary reduction in FTE

I wish to reduce my FTE (Full Time Equivalent) from \_\_\_\_\_ to \_\_\_\_\_ beginning in the \_\_\_\_\_ school year.

I understand that while every effort will be made to accommodate my request should I decide to increase my FTE in the future, I am losing my contractual rights to that increase.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date