# [For use with non-contracted instructional personnel and managers who not be asked to return next year]

# Current Date

Name

Address

Re: Separation of Employment at end of 2012-13 year; non-renewal of appointment for 2013-2014

Dear :

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will be the last day of school for the academic year of 2012-2013. We’re appreciative of the services you’ve rendered to the students, parents and colleagues of [NAME OF SCHOOL].

I regret to inform you that based on your evaluations over the past year and other concerns, an administrative decision has been made to conclude your employment with [NAME OF SCHOOL] as of the last day of the 2012-2013 academic year.

You will continue to receive your paycheck deposited in your bank account each payroll through July 31, 2013, according to the School’s practice of extending teacher / manager compensation over the twelve-month period from August 1 through July 31.

As a separating employee, there are a number of issues of which you will need to be aware. Following the termination of the contract, you will receive information in the mail on continuation of any health care benefits in which you are enrolled. Your health benefits (medical and dental, if applicable) will end effective July 31, 2013. Any questions regarding your health benefits can be addressed to the Archdiocese of Miami Office of Human Resources / Health Plan at 305-757-6241, ext 3000. Questions regarding 403(b) can be addressed to Carolina Uribe at (954) 527-1616; pension and cash balance plan to Edemir Estrada of Gabriel, Roeder, Smith & Co. at 954-527-1616. Regarding the latter, the Pension Plan will calculate your future retirement benefit and options available to you even if you are not yet eligible to collect retirement benefits.

To ensure that you receive documents and notices from the Archdiocese of Miami health, pension/cash balance and 403(b) plans, please contact the respective entities if your address changes.

**Return of Property**

According to our policy, employees are required to return all school equipment upon separation. You will need to turn in the following items:

Keys, lesson plan books, grade books, teaching manuals, electronic devices, Mimeo boards

Thank you for the service you have provided to the students and community of [NAME OF SCHOOL]. I sincerely wish you the best in your future endeavors.

Sincerely,

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Principal Signature Signature