# Current Date

Name

Address

Re: Non-Renewal of Contract due to elimination of position

Dear :

By this time each year I review enrollment numbers for the coming school year in order to make our own resource allocation decisions, including the number of classes and employees needed to support the number of students and at the same time deliver the best quality Catholic education that we offer. We have managed to do this year-to-year with great success, and I am very proud of [cite results] and know that we do this because of tremendous sacrifices on behalf of all.

As of this date, we have approximately XXX number of students enrolled for academic year 2013-14. This is far short of the minimum enrollment of YYY students that we need to continue with our current structure and offerings. [One sentence or two about what you’ve done so far to cut costs, or even mentioning how you are already operating with the minimum amount of necessary expenditures, etc.]

Regretfully, I will need to carry out a reduction-in-force at this time that will include the elimination of your position. As such your contract with [NAME OF SCHOOL] will not be renewed for the 2013-14 school year.

This has been a difficult decision. We’re appreciative of the services you’ve rendered to the students, parents and colleagues of [NAME OF SCHOOL] and wish you well in your future endeavors.

As a separating employee, there are a number of issues of which you will need to be aware:

You will continue to receive your paycheck deposited in your bank account each payroll through July 31, 2013, pursuant to the terms of the Agreement for 2012-2013.

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/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 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.Should you have any questions or concerns, please don’t hesitate to come speak with me.

Sincerely,

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Principal Signature Signature