

**Reasonable Assurance Letter   
for Substitutes**

[Date]  
  
Dear [Substitute Name]:

Thank you for your service to [District] during the 2019-2020 school year. As you know, we will be moving to a distance learning model beginning April 6, and it is unlikely the school buildings will re-open this school year.

Please accept this letter as reasonable assurance that your services as a substitute teacher will continue to be needed by [District] for the 2020-21 school year, which will begin on [date]. [Insert information about when they can expect to hear from you about next year or any additional steps they need to complete to continue to be a substitute.]

As a substitute teacher, you are critically important to the success of our school district. When our teachers are unable to be in attendance, we are grateful to have other caring and knowledgeable professionals to serve our students until they can return.

We look forward to having you in our classrooms again. Until then, please continue to take precautions to protect your safety and health.

Sincerely,

[Name]  
[School District Title]

------------------------------------------------------------------------------------------------------------

**Note to Administrators:** The portion below is optional. It can be helpful to prepare for staffing for next year. Additionally, it can prove beneficial if the employee files for unemployment because it helps demonstrate that they voluntarily resigned.

**Please return by [Date} to [Administrator], [Building]**

**\_\_\_\_\_ I plan to return to work for the 2020-21 school year.**

**\_\_\_\_\_ I do not plan to return to work for the 2020-21 school year.**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name (please print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Present Job Description \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Present Job Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**