

**Template Return Letter for**   
**Certified Employees on Regular Contract**

**Note to Administrators:** This letter can be sent to employees who are on a regular contract to inform them that their contract automatically will continue for the 2020-21 school year. This letter is not required but may be reassuring to employees. It should not be sent to employees who risk termination or non-renewal.

[Date]

[Employee Name]  
 [Street Address]  
 [City, State Zip]

Dear [Employee Name]:

Thank you for your service to [District]. While this school year is ending differently than we expected, we appreciate your unwavering dedication to your students.

As you likely know, you are on a regular contract as a certified employee with [District]. This means your contract automatically will continue for the 2020-21 school year. You will receive your 2020-21 employee contract and information worksheet, which includes an explanation of your compensation, once the district’s updated salary schedule is finalized. As a reminder, certified employees will report on [date] for the 2020-21 school year.

**OPTIONAL:** It is our sincere hope that you will continue to be part of the [District] team; however, we know sometimes life requires plans to change. Oklahoma law allows educators on a continuing contract to resign their position with their current school district until mid-June, specifically June 16 this year. Although we try to accommodate requests, after this date, the district may be unable to release you from your contract. If you plan to retire, please talk with your supervisor as soon as possible. Of course, it is our hope that you will continue to make [District] your school home. If you have any questions or concerns, please contact [Name] at [contact information] who will be happy to assist you.

Thank you again for helping us end the school year strong. You are a valued member of our school family, and you make a difference for your students every day. We look forward to having you as part of our team again next school year.

Sincerely,

[Name]  
 [Position]