

**Template Letter from School District**  
**Topic:** Not Returning Letter for Temporary Contract Employees

*If you need assistance finalizing this letter, please contact Amber Graham Fitzgerald, Director of Member Engagement, at* [*amberf@ossba.org*](mailto:amberf@ossba.org) *or 405.528.3571.*

**This letter can be customized and shared by the school district to communicate with temporary contact employees not being rehired for the subsequent school year. =**

[Date]

[Employee Name]

[Street Address]

[City, State Zip]

Dear [Name],

Thank you for your service to [District] during the 2019-2020 school year. We appreciate the difference you have made for your students.  
  
As you know, you were hired on a temporary contract and your last working day will be [date]. We are continuing to evaluate personnel positions for next fall. With resignations, retirements and student growth over the summer, we may have additional vacancies that need to be filled. If you would like to be considered for future opportunities, please re-activate your application at [website] or describe the appropriate action.

**OPTIONAL** Before the end of your last contract day, please make an appointment with your supervisor to complete [list applicable paperwork], as well as turn in [list property that must be returned to the district].

If you need additional assistance, please contact [Name] at [phone number]. Thank you again for being part of the [District] team.

Sincerely,

[Name]  
[Position]