

To: Non certified support staff and/or Substitute  
From: Gore Schools  
Re: Reasonable Assurance of Employment  
Date: \_\_\_\_\_

Dear \_\_\_\_\_,

On behalf of Gore Public Schools, I would like to thank you for your service during the 2010-2011 school year. It is our intent to use you in the same capacity during the 20\_\_-20\_\_ school year. School will resume on August \_\_20\_\_.

In order to determine our personnel needs, please let us know if you intend to return to Gore Public Schools for the 20\_\_-20\_\_ school year by returning this letter at your earliest convenience.

Sincerely,

Superintendent of Schools

\_\_\_ Yes, I intend to return for the \_\_\_ school year.

\_\_\_ No, I do not intend to return for the \_\_\_ school year.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_