



MONROE COUNTY
COMMUNITY SCHOOL CORPORATION
ENGAGE. EMPOWER. EDUCATE.
 DR. JEFF HAUSWALD, SUPERINTENDENT

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Human Resources Department

March 1, 2023

Dear _____,

On behalf of the administration, I wish to thank you for your commitment and dedicated service to the Monroe County Community School Corporation during the 2022-2023 school year.

Although this is not a guarantee of employment, please accept this letter as reasonable assurance that you will be re-employed at the beginning of the 2023-2024 school year and after fall, winter and spring breaks during the school year.

Please sign and date a copy and return it to your school principal or supervisor by May 1, 2023.

Best wishes for an enjoyable summer.

Sincerely,

Mr. Adam Terwilliger
 Director of Finance and Logistics

AT:jr

Employee Printed Name (Full Legal Name)

School/Building/Department

Employee Signature

Date