

SCHOOL LETTERHEAD

[date]

[Nontenured teacher's name
Teaching position
School name]

Re. Recommendation for nonretention

Dear [teacher name]:

You are directed to attend a meeting with me through the following ZOOM link [DAY of week and DATE] at [time]:

[https://asdk12.zoom.us/\[zoom meeting number\]](https://asdk12.zoom.us/[zoom meeting number])
Meeting ID: [insert]
Password: [insert]

The purpose of the meeting is to discuss my intent to recommend your nonretention at the conclusion of the 2019-20 school year. [Insert name(s) and title(s) of director/others] will also be present at the meeting.

You are entitled to have a union representative present with you at the meeting.

Sincerely,

[Principal name]
Position (i.e., Principal, Assistant Principal)
[School name]