

EXHIBIT 'A'

Date

Employee Name
Address

Dear _____:

You are hereby notified that the Board of Education, by action taken at its meeting of March 18, 2024, has honorably dismissed you from your present position in this District, effective at the expiration of the present school term. This honorable dismissal is the result of current and projected financial circumstances of the District, which necessitate reduction in the number of personnel employed by the Board.

Sincerely,

**Board of Education
Springfield Public Schools, District #186
Sangamon County, Illinois**

**BY: _____
President**

**BY: _____
Secretary**