

**EXHIBIT 'A'**

**Date**

**Employee Name  
Address**

**Dear \_\_\_\_\_:**

**You are hereby notified that the Board of Education, by action taken at its meeting of March 15, 2021, 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. You have reasonable assurance of rehire for the 2021-22 school year.**

**Sincerely,**

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

**BY: \_\_\_\_\_  
President**

**BY: \_\_\_\_\_  
Secretary**