

Sample of Written Notification to Contract Teacher of Contract Extension

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[date: March 13, 2004]

[name of teacher]

Dear [name]:

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The Board of Directors of [name] School District No. _____ is notifying you that it has elected in a public meeting on [month] [date], [year], to extend your individual employment contract for the 2004-2005 and 2005-2006 school years. This letter comprises written notice to you pursuant to ORS 342.895. Enclosed with this letter is a copy of your individual employment contract. Please sign this document and return it to [name] within [number] days. If you have any questions, please do not hesitate to ask [name].

Sincerely,

[Superintendent]

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