

**JOB SECURITY/LETTER OF INTENT
(Classified Staff)**

A letter shall be written to classified staff by immediate administrator/director, sent to District office for Superintendent's signature and dispersal.

Example:

Steamboat Springs School District Letterhead

Date:

To: John Doe

From: Immediate Supervisor

RE: Continued Employment for the XXXX-XXXX School Year

As a courtesy to our staff, this letter is a notice of the School District's intent to continue your employment for the XXXX-XXXX school year barring any staffing or budget changes made at the building or district level.

Immediate Supervisor's Signature

Superintendent's Signature

Originally adopted:	May 1995
Latest revision:	June 11, 2013
Revised/corrected:	May 26, 2009
Recodified:	February 12, 2001