



# WINDHAM SCHOOL DISTRICT

*Schools in the Texas Department of Criminal Justice*

## Annual Letter of Reasonable Assurance for Non-Contract (AT Will) Employees \_\_\_\_\_ - \_\_\_\_\_ School Year

Dear Substitute Teacher:

This letter provides notice that you have **reasonable assurance** of continued employment with the district when the school year resumes after a scheduled school break. By virtue of this notice, please understand that you may not be eligible for unemployment insurance benefits drawn on school district wages during any school breaks including, but not limited to, Christmas, spring or summer breaks. This assurance is contingent on continued school operations and will not apply in the event of any disruption that is beyond the control of the district (i.e., lack of school funding, natural disasters, court orders, public insurrections, war, unit lock downs, etc.).

Your services on behalf of the students of this district are appreciated, and we hope that you will be able to continue your association with the district.

Sincerely,

WSD Division Director of Human Resources

Please complete the following and return to Human Resources upon completion of Substitute Teacher Orientation Training or by \_\_\_\_\_. **Failure to sign and return this letter by this date will be treated as a voluntary resignation.**

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Employee Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date