

Sample

Date: _____

Name
Address
City, State Zip

Re: Notice on Contract Non-Renewal

Please be advised that pursuant to the requirements outlined in section 51.943 of the Texas Education Code, you are hereby notified that your contract for employment as a (POSITION TITLE), with the Dallas County Community Colleges, will not be renewed effective (DATE CURRENT CONTRACT EXPIRES).

Upon separation from employment at Dallas County Community Colleges, you will be eligible to continue your health insurance coverage under the COBRA program. COBRA information will be sent to you directly from the Employees Retirement System of Texas once you separate from employment with the District.

Should you have any questions about this action, please speak with your supervisor or your location Director of Human Resources.

Sincerely,

(NAME)
(TITLE)

Copy: District Human Resources
Location Human Resources

Attachement