

**Red Wing Public Schools**  
2451 Eagle Ridge Drive  
Red Wing, MN 55066



Phone 651.385.4500

www.rwps.org

Fax 651.385.4510

April 29, 2020

«First\_Name» «Last\_Name»  
«Street\_Address»  
«City», «State» «Zip\_Code»

Dear «First\_Name»,

On behalf of the School Board and administrative staff, I am sorry to have to inform you that at the meeting of the School Board of Independent School District No. 256, held on April 15th, a resolution was adopted by a majority roll call vote to terminate «FTE» FTE of your contract effective at the end of the current year, and not to renew «FTE» FTE of your contract for the 2019-20 school year.

You may officially request that the School Board give its reasons for the non-renewal of your teaching contract; however, such request should be in writing and directed to the Superintendent of Schools, 2451 Eagle Ridge Drive, Red Wing, MN 55066, within ten days after the receipt of this notice.

Officially, the rationale for the Board having to non-renew your employment as a probationary teacher is for one or more of the following reasons:

Discontinuance of Position  
Lack of Pupils  
Financial Limitations  
District Standards

A sincere thank you is extended to you for your service to the School District and its students. We are grateful for your efforts over the past year.

Sincerely,

School Board of Independent School District No. 256

Heidi Jones  
Clerk of the School Board

cc: «Principal», Principal  
Personnel File