

PRINTED ON SCHOOL LETTER HEADED PAPER

<X DATE>

Dear <X>,

On behalf of the Board of Management, I wish to advise you that as per the terms of your Contract of Employment with <X school>, your contract will terminate on <X date>. This is also in accordance with the terms of Circular Letter 0024/15 which states that all first fixed-term contracts must be terminated at the end of the school year.

Any vacancies arising in the school for the next academic year will be advertised on www.educationposts.ie and/or www.educationcareers.ie. You will be informed of such vacancies through correspondence from the school.

On behalf of the Board, I would like to take this opportunity to thank you for your service to the school over the past year.

Yours sincerely,

Secretary, Board of Management