[Date]

[Name of Employee]

[Street Address]

[City, State, Zip]

**RE: Plan of Assistance – Letter of Notification**

Certified Employee:

This letter is to inform you that your performance has been found unsatisfactory in one or more formal evaluations. To allow you an opportunity to improve your performance, the following Plan of Assistance has been developed.

This letter also serves as your official notice under Section 8 of Nebo School District Policy GCPD and Utah Code Ann., Section 53G-11-514 that if upon reevaluation following completion of this Plan, your performance is determined to still be unsatisfactory, your contract of employment will be subject to non-renewal or termination.

It is my hope that you will be able to successfully complete this Plan of Assistance by using all resources available. Please let me know if you have questions or concerns so I can provide you with any needed assistance.

Sincerely,

[SCHOOL NAME]

[Principal Name]

Principal

I have received a copy of and understand the above letter.

 [Employee Name] Date

cc. Director of Human Resources

cc. Director of Elementary/Secondary Education

cc. District Personnel File