**REQUEST FOR NON-RENEWAL**

[Insert School Memorandum Form or Letterhead]

**MEMORANDUM**

**To:** [Name], Director of Human Resources

**From:** [Principal Name]

**Date:** [Date]

**Subject:** Recommendation to Non-Renew [Name]

Based upon the provisions outlined in Section 8 of Nebo School District Policy GCPD, it is determined that the contract of [Name], a provisional employee, should not be renewed for the [Enter year] school year.

**Please Note**:

* **Memo is retained in Employee’s Personnel File at the District Office**
* **Memo is due to Director of Human Resources by April 1**