

1.2 Addendum-A

DATE

NAME AND ADDRESS

Dear _____,

This letter is to officially inform you that you are suspended without pay from the Marshall County School System pending termination. It is my intention to present to the Board of Education the following dismissal charges at the School Board meeting on _____.

1. Unprofessional conduct of an educator.
2. Neglect of duty by failing to abide by the Drug-Free Workplace laws.

I regret the situation and wish you the best.

Sincerely,

Jacob Sorrells, Director of Schools