



Date: \_\_\_\_\_

Employee ID Number: \_\_\_\_\_

School/Work Location: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Re: Notification of Performance Evaluation**

Dear \_\_\_\_\_:

Pursuant to Florida law, a contract may be awarded or renewed only if an employee has not received two consecutive annual performance evaluation ratings of unsatisfactory, two annual performance evaluation ratings of unsatisfactory within a three-year period or three consecutive annual performance evaluation ratings of needs improvement or a combination of needs improvement and unsatisfactory under Sections 1012.33 and 1012.34, Florida Statutes (2015).

As you are aware, during the \_\_\_\_\_ school year, you received a final summative performance rating of \_\_\_\_\_. As a result, your employment status may be subject to non-reappointment/termination.

Respectfully,

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature acknowledges receipt

\_\_\_\_\_  
Date

- cc: Region Director
- Human Capital Management (WL# 9311)
- Copy to Employee
- Copy to Personnel File