

DATE

NAME OF SCHOOL PRINCIPAL
ADDRESS
CITY, WA ZIP

Dear NAME,

RE: NOTICE TO RENEW PRINCIPAL CONTRACT

I am writing to formally inform you that we are proposing to offer a renewal of your contract as principal of (SCHOOL NAME) Catholic School in (CITY) for the 2018-2019 academic year, pursuant to section B.8 of your contract. This decision is at the discretion of Bishop Joseph Tyson, acting Superintendent of Catholic Schools for the Diocese of Yakima, with my concurrence.

If you wish to accept this offer for an annual contract for the 2018-2019 school year, pursuant to section A.9 of your contract, you must sign below and return it to me by **April 1, 2018**. **If you do not sign and return the letter by this date, I will assume that you have decided not to return.**

On behalf of (NAME OF SCHOOL) Catholic School, thank you for your service and contributions during the past year. I look forward to your response to this offer. If you have any questions regarding the context of this letter, please contact me.

I hereby acknowledge receipt of this letter by my signature below.

Principal Signature

Date Received

I hereby accept the offer to renew my annual contract as principal of (NAME OF SCHOOL) Catholic School in (CITY) for the 2018-2019 academic year.

Principal Signature

Date Signed

Sincerely,

Rev. Rev. (NAME OF REV), Pastor

Cc: Bishop Joseph Tyson