**Sample Letter of Reasonable Assurance**

**for Educational Institution Employers**

**(where re-registering may be required)**

**RE: Reasonable Assurance of Re-employment**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has appreciated your services as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Employer name-i.e.-college, university, public school)**

during the academic (term, year) which is now ending. In the academic (term, year) commencing \_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will again need your services as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**(Employer name)**

Therefore, consistent with \_\_\_ (insert statutory provision) \_\_\_\_, we consider you to have reasonable assurance of employment as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the next academic (term, year).

If it is your intent to accept this offer of reasonable assurance of re-employment with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ you must re-register with \_\_\_\_\_\_\_\_\_\_\_\_\_(dept., person)

**(Employer name)**

by \_\_\_\_\_\_\_\_\_\_\_(date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, for the 2011 - 2012 academic (term, year).

Very truly yours,

(Note: There should be space allowed for the employee to sign acknowledging this offer or some form of

documentation to prove offer given, i.e. certified mail return receipt requested.)

**Sample Letter of Reasonable Assurance**

**Re: Reasonable Assurance of Re-employment**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has appreciated your services as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_ during

**(Employer name-i.e.-college, university, public school)**

the academic (term, year) which is now ending. In the academic (term, year) commencing \_\_\_\_\_\_\_\_\_\_\_,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will again need your services as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and we will,

**(Employer name)**

therefore, maintain your name on our list of persons to serve as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , consistent with \_\_\_(insert Statutory provision, i.e. G.L. c. 151A, s

**(Employer name)**