



ARCHDIOCESE
of MILWAUKEE

Form
4531

NON-RENEWAL OF CONTRACT

Date: _____

Dear _____:

We appreciate that you accepted the position of _____ in our (parish, school, etc.) for this current year. We thank you for the time and effort which you have expended on behalf of our (children, parents, youth, parishioners, adults, etc.).

However, we regret to advise you at this time that we do not intend to renew your contract for _____ year.

We hope that this decision will not adversely influence your work with the (faculty, student body, school board, education committee, priests or principal) during the remainder of this year.

We wish you well and pray that this early notice will give you sufficient time to find employment after you complete your work here at _____.

Sincerely,

Pastor

cc: Director of Parish and School Personnel