



**child
development
services**

State Intermediate Educational Unit-146 State House Station, Augusta, ME 04333
Telephone (207 624-6660-Fax (207) 624-6661-TTY-1- 888-577-6690

REASONABLE ASSURANCE OF EMPLOYMENT
May 4, 2011

This notice provides you written reasonable assurance that you will be allowed to perform your services during the 2011–2012 academic/program year, both immediately before and immediately following the vacation periods and holiday recesses as shown on the 2011–2012 CDS Academic/Program Calendar, unless this assurance is revoked in writing. This written reasonable assurance does not restrict Child Development Services’ ability to terminate your employment and either you or Child Development Services may terminate your employment at any time and for any reason.

Sincerely,

Dan S. Alley
Human Resources Specialist

STATEMENT OF INTENT:

Failure to return this section of this notice within two weeks of receipt will mean that you do not wish to return to your position.

I _____ have received written reasonable assurance of employment for the 2011–2012 academic/program year.

_____ I accept employment _____ I do not accept employment

Date: _____ Signed: _____

Please sign and return to your Site Director, who will forward to:
Carol Kahl, State Offices of CDS, #146 State House Station, Augusta, Maine 04333 or fax to 624-6661