



# MABANK INDEPENDENT SCHOOL DISTRICT

310 E. Market St. · Mabank, Texas 75147  
903-880-1300 · Fax: 903-880-1303

Interim Superintendent  
Dr. Russell D. Marshall  
rmarshall@mabankisd.net

Asst. Superintendent  
Henry C. Tracy III  
hetracy@mabankisd.net

Executive Director of Curriculum  
Charity Groom  
clgroom1@mabankisd.net

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

Name: \_\_\_\_\_

Location/Position: \_\_\_\_\_

This letter provides notice of reasonable assurance of continued employment with the Mabank Independent School District when each school term resumes after a school break. By virtue of this notice, please understand that you may not be eligible for unemployment compensation benefits drawn on school district wages during any scheduled school breaks including, but not limited to the summer, fall, Christmas, and spring breaks. This assurance is contingent on continued school operations and will not apply in the event of any disruption that is beyond the control of the district (i.e., lack of school funding, natural disasters, court orders, public insurrections, war, etc.).

Nothing contained herein construes an employment contract. Your continued employment is on an at-will basis. At-will employers may terminate employees at any time for any reason or for no reason, except for legally impermissible reasons. At-will employees are free to resign at any time for any reason or for no reason.

Your services on behalf of the children of the district are appreciated, and we hope that you will be able to continue your association with the district.

Sincerely,

Henry Tracy  
Assistant Superintendent for Personnel

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**Please complete the following information and return the original to the Personnel Office for Mabank I.S.D.**

_____	_____
Name (Print)	Date
_____	_____
Signature	Social Security Number
_____	_____
Address	Telephone
_____	_____
City	State                      Zip Code

### Statement of Non-Discrimination

Mabank Independent School District does not discriminate on the basis of race, color, national origin, age, sex, or disability in its employment, practices, activities and programs. El distrito independiente de la escuela de Mabank no discrimina de la raza, del color, del origen nacional, de la edad, del sexo, or de la inhabilidad en su empleo, prácticas, actividades y programs.