MABANK INDEPENDENT SCHOOL DISTRICT

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

Superintendent
Russell D. Marshall, Ed.D.
rmarshall@mabankisd.net

Asst. Superintendent
Brad Koskelin
bjkoskel@mabankisd.net

Asst. Superintendent
Dena Mojica
dcmojica@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,

Brad Koskelin
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 districto independiente de la escuela de Mabank no discrimina en base de la raza, del color, del origen nacional, de la edad, del sexo, or de la inhabilidad en su empleo, prácticas, actividades y programas.