[TCSC Letterhead]

[Insert Date]

Robin Parr  
[insert address]  
[insert address]

Re: Termination of Lead Bus Driver Position

Dear Robin:

Tipton Community School Corporation is currently facing a budget shortfall and must look to cut costs. For that reason and based on other considerations, Tipton Community School Corporation has made the difficult decision to eliminate the Lead Bus Driver position effective January 1, 2021. In addition, your current bus route will be eliminated beginning the 2021-2022 school year, again due to budget cuts.

To help ease your transition to other work opportunities, Tipton Community School Corporation is offering you the enclosed severance proposal. The general terms include continued payment from January 1 to March 31, 2021, as well as paying your COBRA premium (medical) for January, February, and March 2021. Please take time to review the proposal and, if acceptable, sign and return to me on your last day of employment.

We thank you for your service. I am available if you have questions.