

“Reasonable Assurance” letter – establishes unemployment insurance denial period for seasonal employees

(Insert date)

(Recipient's name)
(Address Line 1)
(Address Line 2)

Dear (Insert name):

I hope this letter finds you well and staying safe during this time of COVID-19 pandemic.

In accordance with the terms of your employment at (Insert parish name), this letter serves as notification that our seasonal work year will end on (Insert date). You will therefore be placed on summer non-pay status effective (Insert date).

We are now planning for the 2020-2021 fiscal year. Based on our needs in the past, we can provide you reasonable assurance that you will be restored to your current position in fall 2020. The projected date of your restored position is (Insert date). This letter is not an employment contract and does not create a property interest in continued employment, nor does it change the at-will nature of your employment.

Please note that while many changes were made to Michigan’s unemployment laws in response to the COVID-19 pandemic, no changes were made to provisions that normally make parish employees ineligible for unemployment benefits between seasonal work periods. Additional information can be found at on the Michigan UIA website at www.michigan.gov/uia, scroll down and click on “Tools and Resources” then “Fact Sheets”, see Fact Sheets 150 and 151.

If you have any questions regarding this letter, you may contact me at _____ (Insert phone or email). Have a great summer, and I look forward to seeing you again in the fall!

Sincerely,

(Insert name), Pastor