[School District Letterhead]

[Date]

[Name]

[Address]

[City, State Zip]

Dear [Name]:

In your application for employment, you indicated that you qualify under Nebraska law for a Veterans Preference, and you supplied the necessary paperwork to substantiate your eligibility. After applying the requirements of the law and assessing the qualifications of all applicants, we will not be offering you the position.

There are no appeal rights at the school district level. However, if you would like to discuss your rights, including any rights to appeal, you should consult your regular attorney or contact the Nebraska Department of Labor. Their contact information and more information on Nebraska’s Veterans Preference can be found on their website: [www.dol.nebraska.gov](http://www.dol.nebraska.gov).

Sincerely,

[Superintendent Name], Superintendent