



**Certificate Deactivation
Employer Notification
Letter Template**

EPP letterhead

Notice/Letter Date:

Dear (Employing District/School System):

The purpose of this letter is to inform you of the deactivation of **(candidate's name & TEA ID Number)**'s **(intern/probationary)** certificate due to **(deactivation reason)**.

The certificate will become inactive 30 days from the effective date **(insert date)**.

[EPP can add appeals process, additional deactivation information, program information, etc.]

Sincerely,

[Program Signature –either Legal Authority, Certification Officer, whoever within the program handles deactivations]

For Educator Preparation Program Use Only