

(VILLAGE LETTERHEAD)

**VIA PERSONAL SERVICE and U.S. Mail**

Mr. George Koczwara

(Insert address)

Re: Notification of Non-renewal

Dear George:

The Employment Agreement between you and the Village contains an automatic renewal clause, which provides that the Agreement will automatically renew for another two (2) year term unless written notice is given at least ninety (90) days prior to the termination date. The termination date for your current term under the Agreement is October 14, 2024.

Please be advised that the Village is exercising its right to notify you of its intention to not renew your employment contract. You are hereby notified that the Village does not wish to extend the Employment Agreement for another two (2) year term.

Please be further advised that this action is being taken because the Mayor and Board believe that it is unfair and inappropriate to allow an automatic extension provision to tie the hands of a future Mayor and Board, as we discussed during your annual review. This action should not be construed as a negative reflection on you or the valuable services you provide to the Village.

Your contract will remain in effect until October 14, 2024, on which date it will expire.

Please feel free to contact me if you have any questions.

Sincerely,

Keith Pekau

Village President