



XX/XX/XXXX

NAME
ADDRESS

Dear NAME:

I am very pleased to confirm our offer to you of the position of Dean of XXXXX for Excel Academy Charter School-XXXXXX. The term of this Agreement is for the 2016-2017 academic year.

You will be an Exempt employee, and your base salary will be at the semi-monthly rate of \$X,XXX (annualized at a full time salary of \$XX,XXX), subject to applicable payroll deductions and required withholdings. It will be paid in accordance with the School's customary payroll practices.

This letter is not, nor is it intended to be, a contract nor does it establish any contractual obligations of any type. You hereby acknowledge that your employment with the School is "at will" which means that either you or the Schools can end the employment relationship at any time, for any reason, or for no reason at all and this offer letter does not constitute a guarantee of employment for any specific period of time.

This offer of employment is contingent upon the following:

- That you have made written disclosure to the School of any conviction for a felony or an offense;
- That you are legally eligible to work in the United States as documented on an I-9 form;

If this meets your approval, please sign where indicated below.

I am very pleased that you will be part of our team in the new school year, and I am certain you will find your work to be both challenging and rewarding.

Congratulations!

XXXXX XXXXXX
XXXXX XXXXXX
XXXXX XXXXXX

I hereby accept your offer of employment on the terms set forth in this letter.

XXXXX XXXXXX

Date