

Helen Y. Davis Leadership Academy Charter Public School

23 Leonard Street Boston, MA 02122 Telephone: (617) 474-7950; Fax (617) 474-7957



[Month, Date, Year]

Name Address

Dear [Name]:

It is with pleasure that I am able to offer you the position of ______ with **Helen Y. Davis Leadership Academy Charter Public School** (DLA) for the [YYYY-YYYY] School Year. This offer is being extended to you contingent upon the completion of satisfactory employment references and the completion of satisfactory background checks. Please complete and return the enclosed release forms to ______.

We are offering you this [<u>full time</u>], [<u>school-year</u>], [<u>exempt</u>] position at a semi-monthly base pay rate of \$______. Compensation may be subject to adjustment from time to time. Your duties and responsibilities may be assigned by the Executive Director or his designee as required to promote the objectives of the School. You will be required to work not less than 200 days during the [YYYY-YYYY] School Year. Your report date is [MM/DD/YYYY]

You will be eligible to participate in our benefit plans as they apply to all similarly situated employees. A summary of benefits is attached. Our compensation and benefit plans are changed from time to time based on operational need, as determined by the Executive Director.

Under the Immigration Reform and Control Act (IRCA), our office is required to verify the identity and work authorization of all newly hired employees. Therefore, you will be required to complete an I-9 form and provide supporting documentation within three business days of beginning employment.

All employment with the School is "at will" and is not guaranteed for any definite period of time. Additionally, no provision of this letter shall create or imply a contract of employment. Either party may terminate the employment relationship at any time, for any reason, with or without cause or notice. Although your job duties, compensation and benefits, as well as the School's personnel policies, procedures and practices, may change from time to time, the "at will" nature of your employment may only be changed by an express written agreement approved by the Board of Trustees.

If you accept this offer of employment, please sign and return this letter to ______ by _____ after which this offer expires. If you have any questions or concerns, please do not hesitate to contact me. On behalf of everyone here at **Helen Y. Davis Leadership Academy Charter Public School**, I look forward to welcoming you to our community.

Sincerely,



Applicant's Signature of Acceptance of conditional offer

/	/	
Date		

The mission of the Helen Y. Davis Leadership Academy Charter Public School is to develop high-achieving students of good character who use problem solving, communication and interpersonal skills to inspire others and to catalyze educational, economic and political advancement within their communities and the broader nation.