

[Date]

[Address Information]

Dear [Candidate]:

Consistent with the Special Board Meeting on [date] we are pleased to appoint you as Executive Director of Neighborhood House Charter School, effective immediately. The Board has voted to give you an annual salary of \$[], effective on [date]. All other benefits are consistent with benefits received by other senior members of the school, which you are receiving now as Interim Executive Director. Specifically, those benefits include health insurance through the Tufts Health Plan, to which NHCS contributes 75%; basic life insurance valued at \$20,000, short-term and long-term disability insurance. Dental insurance is also available for your purchase, and you are welcome to participate in our 401-k plan immediately or at any time thereafter. You are eligible to take PTO (Paid Personal Time) days that accrue on an annual basis, as well as six weeks' vacation.

In accepting our offer, you certify that you understand the information provided above, that your employment is on an at-will basis, and that neither you nor NHCS have entered into a contract regarding the terms of your employment. Please return your signed copy of this letter to indicate your acceptance of this offer.

Sincerely,

[Board Chair]

[candidate signature] _____

Date _____