



Full Name

DATE

Dear **First Name**:

Congratulations! It has been a pleasure meeting you and becoming familiar with your credentials, experience, and passion for our school's mission. As such, Prospect Hill Academy Charter School is pleased to offer you a position as **INSERT TITLE** beginning on **INSERT EFFECTIVE DATE**.

With the exception of your first paycheck that may be prorated for your start date, in return for your services, the School will pay you a bi-weekly salary of \$**INSERT BI-WEEKLY** subject to applicable deductions. This rate of pay is based upon an equivalent annualized salary of \$**INSERT ANNUAL** per work year that follows the school's fiscal calendar (July 1 – June 30). You are eligible to receive fringe benefits consistent with those offered to other employees in similar positions as determined by Board of Trustee policies from time to time.

This offer remains subject to the School's receipt of a Massachusetts Criminal Record Check (CORI) and fingerprinting results acceptable to the School, satisfactory references, and the School's receipt of confirmation of your education and degree(s) earned, whether in the form of an official transcript or copies of degree(s) earned.

We trust that you understand the responsibilities and expectations associated with your job description and that in a dynamic school setting, your assignment, duties, and classification are likely to evolve based on the needs of the School and the students it serves. If you wish to seek clarification of your role or responsibilities, please consult your supervisor, **INSERT SUPERVISOR'S TITLE**.

While we hope that your employment continues to prove mutually satisfactory, please understand that employment at Prospect Hill Academy is employment at will. This means that, while we would appreciate notice of at least thirty days, you are free to leave your employment at any time and the School retains the same right to terminate your employment at any time, with or without cause or notice. It is important that you review and be familiar with the School's policies and procedures set forth in the Employee Handbook and note that the policies and procedures are subject to change and are not intended to, and do not, establish a contract of employment.

We warmly welcome you and anticipate that you will make a strong and positive contribution to the School. We likewise pledge the same level of enthusiasm so that together we provide the highest quality educational experience for students and their families. If you accept this position, please sign and return this letter within five days.

Sincerely,

A handwritten signature in black ink, appearing to read "Angela Allen", written in a cursive style.

Angela Allen, Ph.D.
Head of School

I hereby accept this employment on the terms set forth above and agree to abide by all relevant laws, Board of Trustees policies, and administrative rules and regulations that apply to my position. I acknowledge that no other promises or inducements, whether oral or in writing, have formed the basis of my acceptance of this offer.

Signature _____

Date _____