

MARTIN LUTHER KING, JR. CHARTER SCHOOL OF EXCELLENCE

285 Dorset Street
Springfield, MA 01108-2821
Telephone (413) 214-7806 / Facsimile (413) 214-7838
info@mlkcs.org

Date

Name

Address

Address

Dear Name:

The Board of Trustees and the administration of Martin Luther King, Jr. Charter School of Excellence (MLKCSE) are very happy that you are a member of our school community. This hire letter confirms that MLKCSE offered you employment as a [position](#) at the school and you accept that employment with a start date of [date](#). The annual number of work weeks for this position is an academic year schedule.

Your salary on an annual basis will be \$[XX,XXX](#). You (i) will be paid every other week, and (ii) will be subject to all withholdings and deductions, such as state and federal payroll taxes and health insurance premium payments and Massachusetts Teachers' Retirement Board deductions. This letter is not a contract. The terms of your at will employment will be those that MLKCSE typically provides to a [position](#) and will be described in the employee handbook.

MLKCSE will generally follow the annual calendar of the Springfield Public Schools. However, the length of our school day and other specifics will be different.

I am pleased that you have agreed to work at Martin Luther King, Jr. Charter School of Excellence during the ___ school year. I look forward to working with you and believe that you will make an excellent contribution to the school and the students. Please sign both originals of this letter, keep one for your records, and return the other to me within ten days.

Sincerely,

*Employment is conditional upon acceptable NCB
check/Fingerprinting and annual CORI reports.*

Agreed to: _____

Name
Title

Date: _____

I prefer to receive my pay in: _____ 26 pay periods or _____ 22 pay periods