



[Date]

[Employee Name]

[Employee Address]

[City, State, Zip]

Dear [Employee First Name],

Veritas Preparatory Charter School is pleased to offer you the position of [Position Title] for the [XXXX-XXXX] school year. We are extending this offer because you have demonstrated potential and expressed your willingness to work hard to close the achievement gap for scholars in Springfield. You will be employed on a full-time basis with Veritas Prep Charter School at the starting annual salary of [\$XX,XXX].

Your employment will begin on or about July 1, [XXXX]. Your participation in all orientation and professional development programs prior to the School's first academic day is required.

Please note that this offer is contingent on your satisfactory completion of a background check (including a criminal records check), providing proof that you are legally eligible to work in the United States, and satisfactorily providing the teaching credentials and other records and information required by law, the Department of Elementary and Secondary Education, or the School. You will also need to work with our Human Resource department to complete your personnel documents and file.

This offer letter and the documents referenced within supersede any other written documents or conversations about such terms of your employment. Employment at Veritas Preparatory Charter School is on an "Employment-At-Will" basis. I am very pleased that you will be joining our School and I am certain you will find your work to be both challenging and rewarding.

Please acknowledge your acceptance by signing below and returning to me via e-mail or hard-copy mail. Please do not fax this offer to our main office in order to maintain privacy regarding employee salary information.

A member of the Veritas Prep Human Resource team will reach out to you with additional information and next steps on completing the new hire processing requirements after we have received official confirmation of your acceptance.

Congratulations [Employee First Name]! I am sure you will find the work at Veritas Preparatory Charter School to be both challenging and rewarding. We are very pleased that you will be joining us as a member of our team!

Rachel Romano  
Executive Director

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

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Employee's Signature

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Date