



June 2, 2017

Teacher Name
Address
City, State Zip Code

Dear Teacher:

It is my distinct pleasure to offer you the position of _____ Teacher, effective August 1, 2017. You will report directly to the Director of Teaching and Learning. As a full-time salaried employee you will earn a base salary of \$_____ equivalent to \$_____ bi-weekly. You will receive 4 weeks of paid vacation, to be taken between July 1st and August 15th, in addition you will be provided with paid time off for all major holidays and school breaks. In lieu of Social Security you will contribute to the Massachusetts Teacher Retirement System at a percentage that is determined based upon your income and years of service. You will be eligible for a comprehensive benefit package. Information regarding benefits will be forthcoming.

This offer is contingent upon a satisfactory background check, which includes CORI and Fingerprinting.

The above offer is made with the understanding that this is not a contract and that your employment is for no definite period and may be terminated at will by either you or the company with or without cause, at any time. By signing this letter you are agreeing that the Old Sturbridge Academy Charter Public School has made no other promises than those outlined in this letter.

On behalf of the Director of Teaching and Learning we look forward to you joining our team! If you agree to the terms of this agreement as stated above, please sign and return a copy of this offer.

Sincerely,

Employee Signature

HR Specialist

Date