

**Sample Letter of Employment
(School Letterhead)**

July 1, 2011

**Mary Jones
254 Peach Street
Tampa, FL 11223**

Dear **Ms. Jones**,

This letter constitutes an offer of employment as **part time grade 2 reading teacher** for **St. Mary's Catholic School** beginning August 1, 2011. You will teach **3 hours per day each school day**, attend all required inservice, and participate in other work related activities as specified by the principal, such as but not limited to open house, Home/School meetings, etc.

In consideration of the above you will be paid a salary of **\$00.00** dollars per hour.

You do not qualify to participate in the diocesan benefit package as outlined in the 2012 – 2013 Summary of Lay Compensation and Benefits.

Probationary Period: (Date to Date) Ninety Days.

Sincerely,

John Smith
Principal

CC: Personnel File