

(School Letterhead)

Memorandum

To: Name

From: Name

Date: Date

Re: Memorandum of Employment

This memorandum certifies that you have been offered the position of **Position** at **School Name** beginning August 1, 2011. The compensation to be paid for your services as **Position** will be in the amount of **\$00.00** annually.

You qualify to participate in the diocesan benefit package as outlined in the 2011 – 2012 Summary of Lay Compensation and Benefits.

CC: Personnel File