

WELCOME LETTER FOR TEACHERS

School Name: _____ Department: _____

Teacher Information:

Full Name: _____

Employee ID Number: _____

Email Address: _____

Phone Number: _____

Position and Responsibilities:

You have been selected to join our academic team as a valued teacher. Your responsibilities will include delivering course content with clarity and enthusiasm, assessing student progress, participating in faculty meetings, and contributing to the advancement of educational goals in accordance with our school's policies and standards.

Terms of Employment:

This letter confirms your employment as a teacher under the terms set by the School Board and in compliance with applicable federal and state laws. Your employment is subject to adherence to all school regulations, policies, and ethical standards. This letter does not constitute a contract of employment for any fixed duration and may be terminated as outlined in the employee handbook.

Compensation and Benefits:

Your salary and benefits will be established as per the School District compensation schedule. You will be eligible for health insurance, retirement plans, and other benefits subject to the terms and conditions provided by the employer. Details of these benefits will be provided separately.

Professional Conduct and Compliance:

As a teacher, you are expected to maintain a professional demeanor, uphold confidentiality obligations, and comply with all educational laws and regulations, including child protection policies. Failure to comply with these requirements may result in disciplinary actions including termination of employment.

Termination and Resignation:

Employment with the school is at-will, which means that either you or the school may terminate the employment relationship at any time, with or without cause or notice, subject to applicable laws. You are requested to provide advance written notice of resignation as outlined in the employee handbook.

Acknowledgment and Acceptance:

Please indicate your acceptance of the terms set forth in this letter by signing below. Your signature acknowledges your commitment to fulfilling the expectations of your position and compliance with school policies.

Teacher's Signature

Authorized School Representative

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