 SCOPE Student Services  
 Operation center 100 Lawrence Avenue, Smithtown, NY 11787

«LatterDate»  
«FullName»  
«Address»  
«City», «State» «ZipCode»  
  
Dear «FirstName»,  
  
Congratulations on your promotion.  
  
 Position : «Position» District: «District»   
 Rate: «Rate» Program : «Program»

EffectiveDate: «EffectiveDate»

Schedule : «Schedule»

Beginning «EffectiveDate» please use the enclosed time sheet. Please note all other terms and conditions of your employment remain the same.  
  
Best wishes for the success in this position.  
  
  
Sincerely,  
  
**George Duffy**  
Executive Director  
SCOPE Education Services