

SCOPE Student Services

Operation Center 100 Lawrence Avenue, Smithtown, NY 11787

«LatterDate»

«FULLNAME»

«ADDRESS»

«CITY», «State» «ZipCode»

Dear «FIRSTNAME»,

On behalf of SCOPE Education Services I am pleased to offer you employment in accordance with the following terms and conditions:

«Position»

Your work schedule will follow the 2017-2018 school district calendar.

This position is an “at will” position, therefore your employment with SCOPE is for no definite term and SCOPE has the right at any time and for any reason to terminate your employment.

Your employment is contingent upon approval of the New York State Office of Children and Family Services, completion of a SCOPE criminal background check, satisfactory reference checks and proof of ability to work in the United States. You are required to follow the rules and guidelines set in your Employee Handbook and Program Manual.

Please refer to the enclosed notice for important information which must be completed prior to your start date. If you have any questions after reviewing all materials enclosed, contact the SCOPE office at (631) 360-0800 ext. 126.

Best wishes for success in this position.

Sincerely,

**George Duffy**

Executive Director

SCOPE Education Services