May 01, 2021  
  
Damian Leigh  
123 North Shore  
Evanston, Illinois  
  
Dear Damian Leigh:  
  
I am very pleased to offer you an appointment as a Lecturer (1632), with the Department of Math under the following terms:  
  
Appointment Dates: 10/1/2020 - 12/31/2021  
Percentage of Time: 60%  
Annual Salary Rate: $60,000  
Monthly Salary Rate: $6,666.67  
Teaching Assignments: Fall: 1 section(s): 10A. Finding the Limit,  
 1 section(s): 101. Introduction to Math  
 Spring: 1 section(s): 102. Advanced Mathletes  
   
 Specific courses will be assigned according to instructional needs in the department and in conformity with departmental lecturer workload policies.  
  
Your immediate supervisor is Ms. Norbury, Mathletes Coach.  
  
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Sincerely,  
  
  
  
Principal Duvall  
North Shore High School  
  
  
  
  
  
  
Offer Accepted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_