May 26, 2021  
  
Smith Karen  
123 North Shore  
Evanston, Illinois  
  
Dear Smith Karen:  
  
I am very pleased to offer you an appointment as a Lecturer (1630), with the Department of Math under the following terms:  
  
Appointment Dates: 7/1/2020 - 6/30/2021  
Percentage of Time: 86%  
Annual Salary Rate: $60,000  
Monthly Salary Rate: $5,000.00  
Teaching Assignments: Fall: 2 section(s): 102. Advanced Mathletes  
 Winter: 2 section(s): 102. Advanced Mathletes  
 Spring: 2 section(s): 101. Introduction to Math  
   
 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.  
  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.  
  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ultrices sagittis orci a scelerisque purus semper eget duis at. Nulla pharetra diam sit amet nisl suscipit adipiscing. Ac tortor vitae purus faucibus.   
   
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ultrices sagittis orci a scelerisque purus semper eget duis at.  
  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ultrices sagittis orci a scelerisque purus semper eget duis at.  
  
Sincerely,  
  
  
  
Principal Duvall  
North Shore High School  
  
  
  
  
  
  
Offer Accepted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_