<Date>

<Name>

123 North Shore

Evanston, Illinois

Dear <Name>:

I am very pleased to offer you an appointment as a Lecturer (<Title Code>), with the Department of Math under the following terms:

Appointment Dates: <start to end>

Percentage of Time: <percentage>

Annual Salary Rate: $<annual>

Monthly Salary Rate: $<monthly>

Teaching Assignments: <List of Classes & Course Titles>

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: