



EMPLOYMENT OFFER LETTER

Date: _____

To: _____

Dear _____,

On behalf of **Preschool Prep**, we are pleased to offer you employment with our organization. We were very impressed with your qualifications and believe that your experience and skills will be a great addition to our team.

The details of your offer are as follows:

Position Title: _____
Department/Program: _____
Start Date: _____
Employment Type: ☐ Full-Time ☐ Part-Time ☐ Substitute/On-Call
Schedule: _____
Pay Rate: \$ _____ (per _____)
Benefits: As outlined in the Employee Handbook.

This offer is contingent upon the successful completion of the following (if applicable):

- Background check
- Verification of credentials
- Proof of eligibility to work in the U.S.
- Other: _____

Please sign and return a copy of this letter by _____ to indicate your acceptance of this offer. We are excited about the possibility of you joining the **Preschool Prep** team and look forward to working with you!

Sincerely,

Director
Preschool Prep

I accept the employment offer as described above.

Employee Signature

Date