**JOB OFFER LETTER**

Dear Jane Smith,

We at Integrated Schools Mission are delighted to offer you the full-time Assistant Head Matron position in our organization. The start date is November 1, 20XX, which is dependent upon a full background check and a medical examination.

You shall be resuming at Creek Valley High, 4107 Lewis Lane, Durham, North Carolina, and shall be reporting to the Head Matron, Mrs. Patton Lodge.

You shall be tasked with overseeing the general welfare and health care of the students in the boarding facility. You shall directly liaise between the Day Nurse and Night Nurse and update the health records to better reflect all health care administered daily.

The working hours shall be between 07:00 and 16:00 for a total of 9 hours daily, 5 days a week. There shall be alternate weekend duties between you and the Head Matron (with additional compensation). In addition, you shall be expected to carry out your duties during the semester break on rotation with other personnel, for the benefit of the students on campus (no added compensation).

The base salary is an annual sum of $45,000, which shall be paid every month. Compensation for weekend duties shall be $300 for each weekend and the sum added to the total monthly salary, which shall be paid on every 25th day of each month.

Benefits available to our employees include 401k, health insurance (covering medical, dental, and mental health insurance), and 3 weeks annual leave. You shall also use the school’s ambulance and bus to transport emergencies to the hospital or for supplies.

Note that your employment with us is on an indefinite at-will basis, and this offer is not a contract. Consequently, any party can cease your duties at any time with or without cause or notice.

We expect your response no later than November 29, 20XX. You confirm and accept this offer by signing and returning this letter within the stipulated time.

We are eager to work with you, and we anticipate your positive contributions to the students’ lives. Please contact us for any clarification if needed.

Best regards,