



Today's Date

Applicant's Name

Applicant's Address Line 1

Applicant's Address Line 2

Dear Applicant's First Name:

It is our pleasure to confirm our offer of your employment with INSPIRE, the Idaho Connections Academy for the position of Principal, as described in the INSPIRE, the Idaho Connections Academy Principal job description. Your annual salary will be Starting Salary, paid semi-monthly, with a pro-rated XX% bonus potential and a pro-rated salary review on July 1st of each year. This position is classified as twelve (12) months, regular, full-time, exempt, for wage and hour purposes. Your first day of employment is scheduled for Date of Hire, or as mutually agreed upon, and you will be reporting to Name of Supervisor, INSPIRE, the Idaho Connections Academy's Title of Supervisor, at our office in Boise, Idaho.

As a full-time employee, you will be eligible to participate in our employee benefits program on the first day of the month following thirty (30) days of employment. Your scheduled work days, holidays, and paid time off will be allocated according to the policies in the Employee Handbook. This position requires participation in the Idaho State Retirement System based on state regulations.

Our offer is contingent upon satisfactory reference and background checks, if applicable, receipt of your valid certificate, and final board approval. In accordance with the requirements set forth in the Immigration and Control Act of 1986, you must also submit documents certifying your right to work in the United States. In addition, you will be required to sign our Work Product Ownership and Non-Disclosure Agreement. You are subject to the terms and conditions contained in the Employee Handbook.

This offer of employment is not a contract, either express or implied, and your employment with INSPIRE, the Idaho Connections Academy is on an "at will" basis, which means that either you or INSPIRE, the Idaho Connections Academy can terminate your employment at any time with or without cause.

Applicant's First Name, we are pleased to have you join our team. If you have any unanswered questions or if there is any way we can help you further, please do not hesitate to call. Congratulations on your new position, and we wish you much success at INSPIRE, the Idaho Connections Academy. Please signify your acceptance of this offer by signing below.

Sincerely,

Marcia G. Moore
President – Board of Trustees
INSPIRE, the Idaho Connections Academy

Acknowledgement of Acceptance:

Signature _____

Date _____