

Temporary Employment Terms

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Address: [Insert Employee Address]

Dear [Employee Name],

We are pleased to offer you a temporary employment opportunity as a substitute teacher with [School/Organization Name]. Below are the terms and conditions of your employment:

Position:

Substitute Teacher

Duration of Employment:

Your employment will commence on [Start Date] and will continue until [End Date], or until your services are no longer required.

Responsibilities:

As a substitute teacher, you are expected to:

- Follow the lesson plans provided by the regular teacher.
- Maintain a safe and productive classroom environment.
- Manage student behavior effectively.
- Report any incidents to school administration.

Compensation:

You will be compensated at a rate of [Insert Pay Rate] per day of service. Payment will be issued bi-weekly.

Conditions of Employment:

Your employment is contingent upon:

- Successful completion of a background check.
- Compliance with all school policies and regulations.

To accept this offer, please sign and return this letter by [Acceptance Date]. We are excited to have you join our team and look forward to your contributions.

Sincerely,

[Your Name]

[Your Title]

[School/Organization Name]

[Contact Information]

Employee Acceptance:

(Signature)

(Date)