

Agreement to Serve as School Assistant

Date: [Insert Date]

To,

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that you have been selected to serve as a School Assistant at [School Name]. This agreement outlines the terms and conditions of your service.

Terms of Agreement

1. **Role and Responsibilities:** You are expected to assist in various school activities, including [list specific duties].
2. **Duration:** This agreement will commence on [start date] and continue until [end date].
3. **Compensation:** You will receive a stipend of [amount] per [week/month].
4. **Confidentiality:** You agree to maintain the confidentiality of all student and school information.

By signing this letter, you confirm your acceptance of the terms outlined above. Please sign and return this agreement by [return date].

We look forward to your contributions to [School Name].

Sincerely,

[Your Name]

[Your Title]

[School Name]

[School Address]

[City, State, Zip Code]

Signature of School Assistant

Date: _____