

RONALD V. MCGUCKIN AND ASSOCIATES
Post Office Box 2126
Bristol, Pennsylvania 19007
215-785-3400 215-785-3401 (FAX)
Childproviderlaw.com (website)

SAMPLE LETTER OF APPOINTMENT

JUNE 27, 2006

MS. MARY NEWHIRE
ADDRESS
CITY, STATE ZIP CODE

DEAR MARY NEWHIRE,

Congratulations, you have been chosen by the interviewing team at ABC CHILD CARE, for employment as a TEACHER within our agency. Your employment will commence on JULY 4, 2006. You are to report to the ABC CHILD CARE, 1234 STREET ROAD, ANYTOWN, PA, at 7:00 in the morning. Upon arrival to the Child Care Facility you are to report to your immediate supervisor MS. NANCY for a brief orientation and to fill out some additional paperwork required for your employment.

As an employee of ABC CHILD CARE you are to perform the duties outlined in the attached job description. You are to be guided and evaluated by your performance of the duties and responsibilities as outlined in the job description and the Policies contained in the Personnel Policy Manual provided to you herewith. Please take time to review the manual, as it contains important information regarding your rights and responsibilities as an employee of ABC CHILD CARE. You will be asked to sign a receipt for the manual when you report to work on your first day following the orientation with your immediate supervisor. Should you have any questions regarding any policies, procedures, and/or job responsibilities ask your supervisor at this time for clarification.

You will be a PROVISIONAL EMPLOYEE for the first 60 WORKING DAYS. Please refer to the Personnel Policy Manual for information regarding this Provisional Period.

Your rate of pay will be \$8.90 per hour for all hour worked up to 40 per week. You are classified as a NON-EXEMPT employee as per Department of Labor guidelines. Please refer to the Personnel Policy Manual for additional information regarding your Non-Exempt status.

All benefits available to you, as an employee of ABC CHILD CARE are outlined in the Personnel Policy Manual. The Center Director or Human Resource Manager will schedule a time to meet with you, near the end of your provisional period, to discuss your benefit options. During this meeting you will be asked to select your benefit package.

Your usual working schedule will be MONDAY THROUGH FRIDAY, 7:00 a.m. until 3:30 p.m. You will be given an unpaid ½ hour lunch each day. During this lunch break you are required to stay on agency property, but are to be completely relieved of any and all work responsibilities.

There will be a new employee orientation on JULY 15, 2006 from 6:30 p.m. until 8:30 p.m. which you are REQUIRED to attend. Please bring your copy of the Personnel Policy Manual with you to this orientation.

Your employment at ABC CHILD CARE will not be guaranteed for any specific duration or term. ABC Child Care is an "AT WILL" employer. This letter is not intended to be a contract for employment. Please refer to the Personnel Policy Manual for information regarding resignation and termination of employment.

ABC CHILD CARE is happy you will be joining our team. And we look forward to working with you.

Sincerely,

ABC CHILD CARE DIRECTOR OR BOARD PRESIDENT

ATTACHMENTS: Personnel Policy Manual and Job Description