

District Letterhead

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November 22, 2017

To Whom It May Concern:

(Insert name of School District) has hired the following individual for the 2018-2019 school year:

Name:

Position:

Credential Required:

School Site/Location:

Principal/Email:

Intern Credential Start Date:

DOJ Date:

FTE:

Name  
Title  
School District

EXAMPLE