

District / Agency
Letterhead

Date:

To Whom It May Concern:

(Insert name of School District) has hired the following individual for the **2025-2026** school year:

Name:

Job Title/Position:

Grade Teaching:

Industry Sector:

FTE:

Credential Required:

CTE Credential Start Date:

DOJ Date:

School Site & Address:

Principal/Email:

Submitted by:

Name/ Title:

School District: