

## LETTER OF CONTRACT ACCEPTANCE

201 North Neil Street  
Champaign, IL 61820

February 28, 2011

Ms. Jane Doe, Director of Personnel  
Urbana School District 116  
1602 S. Anderson St.  
Urbana, IL 61801

Dear Ms. Doe:

Thank you for offering me the position of fifth grade teacher at Yankee Ridge Elementary School for the 2011 to 2011 school year. I enjoyed talking with you about the offer on February 22 and I received your letter confirming the offer and the teaching contract in the mail today. This letter is to confirm my acceptance of this offer of employment. I am delighted to be selected for the position and look forward to working with the staff at Yankee Ridge in the fall.

I have read and signed the teaching contract you sent me and am returning the original along with this letter. As you instructed, I have kept one copy.

I will plan to report for work on Monday, August 20, 2011, for the in-service program for new teachers at the Urbana School District office. Again, thank you for selecting me for this position.

Sincerely,

John Jones