
Agreement Letter Between Two Parties

This Agreement is made on this 7th day of July, 2024 by and between:

Party A (Teacher):

Name: John Doe

Address: 123 Elm Street, Springfield, IL 62704

Contact Information: (555) 123-4567 / johndoe@example.com

And

Party B (Institution):

Name: Springfield High School

Address: 456 Oak Avenue, Springfield, IL 62704

Contact Information: (555) 987-6543 / info@springfieldhigh.edu

Subject of the Agreement:

Employment of John Doe as a Mathematics Teacher at Springfield High School.

Terms and Conditions:

1. Position and Duties:

- Party A (Teacher) agrees to perform the duties of a Mathematics Teacher as outlined in the job description provided by Party B (Springfield High School). This includes but is not limited to preparing lesson plans, conducting classes, grading assignments, and participating in school meetings and activities.

2. Compensation:

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- Party B agrees to pay Party A a salary of \$50,000 per year, payable monthly. Any additional compensation, such as bonuses or overtime, shall be outlined here: \$1,000 bonus for each completed semester.

3. Duration of Agreement:

- This agreement shall commence on August 1, 2024, and shall continue until July 31, 2025, or until terminated by either party.

4. Working Hours:

- Party A is expected to work 40 hours per week. The working hours will be from 8:00 AM to 4:00 PM, with a break of 1 hour at noon.

5. Confidentiality:

- Party A agrees to keep any confidential information obtained during their employment private and not to disclose it to any third party without prior written consent from Party B.

6. Termination:

- Either party may terminate this agreement with 30 days written notice to the other party. In the event of termination, any final payments and the return of school materials will be arranged.

7. Professional Conduct:

- Party A agrees to adhere to the professional standards and policies of Party B, including the school's code of conduct and dress code.

8. Benefits:

- Party A shall be entitled to the following benefits: health insurance, 10 days of paid leave, and participation in the school's retirement plan. Details of these benefits are provided in the attached appendix.

9. Governing Law:

- This agreement shall be governed by and construed in accordance with the laws of the State of Illinois.

10. Dispute Resolution:

- Any disputes arising out of or in connection with this agreement shall be resolved through mediation.

11. Amendments:

- Any amendments to this agreement must be in writing and signed by both parties.

12. Entire Agreement:

- This agreement constitutes the entire understanding between the parties and supersedes all prior agreements, understandings, and representations.

Signatures:

John Doe (Teacher)

Date: 7th July, 2024

Jane Smith (Principal, Springfield High School)

Date: 7th July, 2024