

**M.K., Inc.**

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218 Westinghouse Blvd Ste  
206  
Charlotte, NC 28273

Phone: (704)588-6886  
Fax: (704)588-6893  
Email: [icankids@bellsouth.net](mailto:icankids@bellsouth.net)

July 10, 2008

Dear New Hire,

We are please to offer you employment as a Supplemental Educational Service Instructor with our company, MK, Inc.(I Can Kids, Inc.) at a rate of \$\_\_\_\_\_ per hour. Your first day of employment will be \_\_\_\_\_. Either you or M.K. Inc. can terminate this employment relationship for any reason by giving (2) weeks notice.

Enclosed are two copies of the contract of employment that constitutes all of our agreements and understandings regarding your employment. There are no other written agreements regarding your employment and no one else is authorized to make any other agreement. If you chose to accept this offer of employment, return a signed copy of this contract to the us by \_\_\_\_\_. I hope you will accept this offer of employment. Thank you for your time and attention to this matter.

Your days of employment will be:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

Time : \_\_\_\_\_ to \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Manager's Signature: \_\_\_\_\_

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Immediate Supervisor  
Sylvia Jenkins (843)325-3197

Other Contact  
Mary Crenshaw, President (843)325-3130  
Ella Moultrie (704)451-0976 Or (843)325-3215

Other Information:

1. Daily Attendance: Students must sign-in daily.
2. Daily attendance sheets must mailed to I Can Kids, Inc. at the end of every month.
3. Employee time sheets are due monthly on the last day of the month. Staff will get paid by the 9th of the following month.