

February 20, 2001

Teacher First And Last Name
Street Address
City, State Zipcode

Dear Teacher Name,

It is a great pleasure to welcome you to the name of your team team. You were chosen from among the many applicants because of your commitment to learning about name the content, your interest in using technology in education, your ability to write a creative and substantive lesson plan, and the endorsement of your school principal. Several members of the name of your team team reviewed your application, and we are all looking forward to working with you.

We will kick off our year's work together with an in-service meeting at location of meeting on date(s) of meeting. There is much that we want to accomplish during that short time so come prepared to be challenged!

Logistics

Arrangements have been made to cover your costs for the following:

- Itemize what you will pay for. Hitting return will cause another bullet to appear.

Hotel reservations have been made for you at:

Name Of Hotel
Street Address
City, State Zipcode
Phone--000-000-0000

In-service Schedule

The meetings will begin on Date at time. The tentative schedule for the in-service is:

Insert general schedule. Hitting return will allow you to add as much as you like. Use the tab key when you are finished to go to the next field.

It is important that you attend the entire in-service, so please plan to arrive and depart according the schedule above.

Enclosures

Please take some time for a careful review of the documents that are enclosed with this letter:

1. Statement of Work for Active Teacher Members
2. Active Teacher Member Agreement

Item 1 explains your role in developing an on-line community. Item 2 must be signed and returned to me in order for you to work on the team. If you have any questions about these enclosures before coming to the in-service, please feel free to call me at 000-000-0000. However, we will discuss them as a group at the meeting.

Again, thank you for applying to work with us on this exciting project. We are all looking forward to meeting you!

Sincerely,

Team Leader Name
Team Leader