

OFFER OF EMPLOYMENT

_____ *[today's date]*

Dear _____ *[enter full name of potential employee]:*

This letter is to offer you the position of _____ (position name) at
_____ (program name).

The starting salary for this position will be _____. Your first day of employment will be with regular hours of _____ to _____ on the following days: Monday Tuesday Wednesday Thursday Friday. Extra hours may be available as arranged.

Benefits and job responsibilities are outlined in the personnel policies and job description that you will receive.

Please sign below if you have read, understood, and accept the offer for this position.

Sincerely,

_____ *[employer's name]*

I have read, understood and accept the offer as outlined above and in the attached job description and personnel policies. I understand this employment is at will.

Signature: _____

Date: _____