

SAMPLE LOCAL OFFER OF EMPLOYMENT LETTERS

Administrators, teachers, counselors, and librarians are the only school employees who receive employment agreements. All other school employees receive an offer of employment letter when they are first employed by the school.

- All offer of employment letters should be printed on school letterhead
- No offer of employment letter should require an employee's signature

When updates/changes need to be made to an employment offer (change in salary/wage, position description, employee benefits), a memo is sent to the employee.

SAMPLE NON-EXEMPT EMPLOYEE OFFER LETTER

Date

Employee Name

Employee Address

Employee City, State, Zip Code

Dear [*Employee's Name*],

I am pleased to confirm our offer of employment with [*Name of School*] as [*Position*]. Your employment will begin effective [*date*]. I have attached a copy of the position description, which we reviewed during your interview.

This offer of employment is contingent upon receipt of satisfactory background clearance, drug and alcohol test, and employment references.

[*Name of position*] is a non-exempt, [*regular, full-time*] position. Your normal work schedule will be [*Monday through Friday, 7:30 am – 4:00 pm, 40 hours per week*]; however, hours may vary as business needs dictate. You will be paid [*pay frequency*] at an hourly rate of \$[*xx.xx*] and will be eligible for overtime pay for those pre-approved hours worked over 40 hours in a normal workweek. You will also be eligible for medical insurance programs as of [*date*].

[*Prior to or on the morning of*] your start date, you will need to meet with [*name, title*]. Please bring with you acceptable documents [*list in parentheses*] to complete the I-9 Employment Eligibility Verification and other required paperwork.

We are delighted that you will be joining our staff and hope that you find your ministry at [*Name of School*] both rewarding and fulfilling.

Sincerely,

SAMPLE EXEMPT EMPLOYEE OFFER LETTER

Date
Employee Name
Employee Address
Employee City, State, Zip Code

Dear [*Employee's Name*],

I am pleased to confirm our offer of employment with [*Name of School*] as [*Position*]. Your employment will begin effective [*date*]. I have attached a copy of the position description, which we reviewed during your interview.

This offer of employment is contingent upon receipt of satisfactory background clearance, drug and alcohol test, and employment references.

[*Name of position*] is an exempt, [*regular, full-time*] position. Your normal work schedule will be [*Monday through Friday, 7:30 am – 4:00 pm, 40 hours per week*]; however, hours may vary as business needs dictate. As agreed upon, your salary will be \$[*xx.xx*] paid [*pay frequency*]. You will be eligible for medical insurance programs as of [*date*].

On [*date*], you will need to meet with [*name, title*]. Please bring with you acceptable documents [*list in parentheses*] to complete the I-9 Employment Eligibility Verification and other required paperwork. We are delighted that you will be joining our staff and hope that you find your ministry at [*Name of School*] both rewarding and fulfilling.

Sincerely,

SAMPLE NOTIFICATION OF CHANGES TO SALARY/WAGE, POSITION DESCRIPTION, AND/OR BENEFITS MEMORANDUM

MEMORANDUM

TO:
FROM:
DATE:
RE:

This memorandum is to notify you that, effective [*date*], your [*annual salary/hourly rate*] will be \$[*xx.xx*]. An updated position description [*and outline of employee benefits for which you are eligible*] [*is/are*] attached.