Date

New Hire

Address

Dear \_\_\_\_\_\_\_\_\_\_\_,

It is with great pleasure that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ offers you the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_.You will be reporting to both \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and your start date is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

This is a full-time Exempt/ non-exempt position. We are offering you a starting salary of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This position is subject to a standard \_\_\_\_\_\_\_\_\_\_\_\_\_ probationary period and performance evaluations will be conducted annually with salary review.

On your first day, you will be given an orientation by Human Resources and your Supervisor or his designee. The date and time of orientation will be determined once an official start date is determined. This orientation will include completing employment forms, reviewing benefits and introductions and touring the premises**. Please bring appropriate documentation for the completion of your new-hire forms, including proof that you are presently eligible to work in the United States for I-9 Form purposes.** Please contact human resources if you need information as to which documents you do need to provide to complete your I-9. Failure to provide appropriate documentation within three days of hire will result in immediate termination of employment in accordance with the terms of the Immigration Reform and Control Act.

In addition to your wage, \_\_\_\_\_\_\_\_\_\_ offers a generous benefits package, which includes;

1.

2.

3.

**This offer of employment is contingent upon the successful completion of a criminal background check and reference check. Pre employment drug screen as a condition of employment can be listed here for safety sensitive positions ONLY!**

To accept this offer please complete the following and return them to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Complete and return the authorization form to authorize our completing the criminal background check
2. Sign and date this offer letter

We are very excited to have you join \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and believe that you will be a great addition to the team and to the SDAO membership.

Sincerely;

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name/Position

**I have read and understood the provisions of this offer of employment, and I accept the above conditional job offer.** **I understand that my employment with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is considered at will, meaning that either the company or I may terminate this employment relationship at any time with or without cause or notice.**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: (printed)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_