

To:

This letter will serve as confirmation of our offer to you as a _____
of employment are as follows:

the terms

Position:

Hourly Wage: _____ per hour

Hours: _____ hours per week (_____ days per week; _____ hours per day)

Overtime and weekend work at the request of the management and based on employee availability

Start Date:

Benefits: Medical coverage, dental, vision, life insurance, long-term disability, 401K (as outlined in the employee manual), and profit-sharing as determined by company management.

Days off: _____ days plus week between Christmas and New Years Day *

Week between Christmas and New Years Day at company management discretion and will be evaluated on a yearly basis.

1 personal day

3 sick days

3 summer floaters

5 holidays

This letter is not to be considered an offer to form an employment contract, nor should you consider it any more than a statement of our mutual intent. Your employment will be at-will and contingent upon obtaining appropriate work authorization.

If you choose to accept this offer, please complete and return the signed, original offer letter to me no later than _____

We look forward to working with you.

Date