

Offer of Employment
Non-Exempt Position Sample

Date

Candidate Name
Address
City State Zip Code

RE: Offer of Employment

Dear Candidate Name:

This correspondence is an offer of employment for the position of _____
_____ in the _____ department at an hourly salary of
\$ _____ plus benefits (if eligible).

As an employee in a non-exempt position, you will be covered by the Fair Labor Standards Act for overtime purposes.

All regular full- and part-time employees are considered trial employees for the first six months of their employment. The trial period may be extended for an additional period not to exceed six months at the discretion of the supervisor. All your rights and privileges are outlined in the Employee Handbook. Your employment is contingent upon Governing Board and President's approval. Upon acceptance of this offer of employment, your name will be forwarded for official hire approval.

Please sign and return this correspondence at your earliest convenience. Please note that a new employee will not be allowed to begin work if this document is not signed and returned. Should you have any questions, I can be contacted at _____.

Sincerely,

Hiring Official's signature

I, Jane Smith, acknowledge receipt of this correspondence and accept the tentative offer of employment as a
_____ in the _____ department at an hourly salary of
\$ _____ plus benefits.

Candidate Signature

Date

Hiring Official Signature

Date

C: Employee Personnel File