

Appendix Number 12

JOB OFFER LETTER

[Name of Applicant]
[Street Address]
[City, State, Zip Code]

Dear [First Name of Applicant]:

It is a pleasure to officially extend to you a job acceptance offer with Tremonton City. We are looking forward to having you join our team because of the outstanding contribution we trust you will make.

To confirm the details of our discussion, you will start work on [Start Date] in the position of [Job Title]. Your supervisor will be [Name of Supervisor]. While a job description will be provided to you as part of your New Employee Orientation, in brief, you will be responsible for [Name Major Areas of Responsibility]. I am sure you will find this to be a very challenging and stimulating job.

Your salary will be paid at the rate of [Dollar Amount] each two week pay period. In addition, you are eligible for all of our standard employee benefits. We further agree to reimburse you reasonable and customary moving expenses [If applicable].

[First Name of Applicant], we anticipate a long and mutually rewarding relationship. However, you should know that if your employment is "at will" (for Probationary Employees and Department Heads) there is no obligation on either you or Tremonton City to continue it for any set length of time. All new employees are on probation for their first six (6) month period of employment. Passing probation, however, does not affect your "at-will" status. Probationary and post-probationary "at-will" employees may be terminated at any time without reason or explanation. The main difference is that your performance will be monitored more closely during your probationary period.

Again, congratulations. I look forward to seeing you on [Start Date]. Until then, please acknowledge receipt of this job acceptance offer letter by signing this copy and returning it to me by [Specify Name]. You will receive a copy of this correspondence on [Start Date] when you begin work with Tremonton City. If you have any questions, feel free to contact me.

Sincerely,

Tremonton City

I accept this agreement for employment with Tremonton City.

Applicant's Signature: _____ Date: _____

Notes