

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 offer with Tremonton City as a [Full Time or Part Time] employee filling the position of [Job Title]. We are looking forward to having you join our team because of the outstanding contributions 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]. Your starting wage will be [Starting Wage] per hour which will be paid every two weeks. As a [Full Time or Part Time] employee you will be [Eligible/Ineligible] for City benefits. I am sure you will find this to be a very challenging and stimulating job.

[First Name of Applicant], we anticipate a long and mutually rewarding relationship. However, you should know that employment is “at will” which means that 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 year 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 [State Date]. Please acknowledge acceptance of this job offer by signing this copy and returning it to Human Resources before [Job Offer Expiration Date] when the job offer expires. 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: