

# HIRING LETTER (Management Employee)

Date

Name

Address

Dear \_\_\_\_\_:

It is my pleasure to extend the following offer of employment to you on behalf of (your City name). This offer is contingent upon (insert appropriate items, e.g., passing physical exam, receipt of references, and any other contingencies you may wish to state).

**Title:** \_\_\_\_\_

**Reporting Relationship:** The position will report to (Name and Title):

\_\_\_\_\_

**Job Description and Goals or Objectives** are attached.

**Salary:** Will be paid in bi-weekly installments of \$\_\_\_\_\_, which is equivalent to \$\_\_\_\_\_ on an annual basis, and subject to deductions for taxes and other withholdings as required by law or the policies of the City.

**Benefits:** The current, standard City health, life, disability and dental insurance coverage are generally supplied per City policy. Eligibility for other benefits, including the 401(k) and tuition reimbursement, will generally take place per City policy. Employee contribution to payment for benefit plans is determined annually.

**Car Allowance:** \$500.00 per month car allowance will be provided.

**Severance Pay:** If your employment with the City is terminated for any reason other than cause (i.e., violence, theft, fraudulent activities, harassment, etc.), the City will pay you \_\_\_ months of salary and cover COBRA expenses for your family during the same time period. Payment is due in a lump sum upon termination or is payable in regular pay periods over the \_\_\_ months. (Determine the details of the severance package.)

**Expenses:** Spell out any moving or other transition expenses the City will pay.

**Vacation and Personal Time Off:** Vacation is accrued at \_\_\_\_ hours per pay period, which is equivalent to \_\_\_\_ weeks on an annual basis. Personal days are accrued per City policy.

**Phone/Travel Allowance:** Normal and reasonable expenses will be reimbursed on a monthly basis per City policy and upon completion of the appropriate expense request form.

**Start Date:** \_\_\_\_\_

Your employment with (City Name) is at-will and either party can terminate the relationship at any time with or without cause and with or without notice.

You acknowledge that this offer letter represents the entire agreement between you and (City Name) and that no verbal or written agreements, promises or representations that are not specifically stated in this offer, are or will be binding upon (City Name).

If you are in agreement with the above outline, please sign below. This offer is in effect for (generally, five business days).

**Signatures:**

\_\_\_\_\_

(For the City: Name)

\_\_\_\_\_

Date

\_\_\_\_\_

(Candidate's Name)

\_\_\_\_\_

Date