

Confirmation of Hire Letter

Date

Employee Name:

Address

City, State Zip

Dear _____,

Per our conversation of _____ I would like to confirm the offer of employment in the position of _____. This position is offered to you as follows:

- 1) Employment Starting _____
- 2) Office hours of _____
- 3) Annualized (or hourly) Salary of _____
- 4) Benefits as Described in the Policy Manual including, Health and Life Insurance, 401k Pension Plan, Long-Term Disability, Tuition Assistance and Paid Time Off (PTO)

As discussed with you at the time of our interview, all offers of employment are contingent upon successful completion of a background check. We have received the results of your background check and you were approved to begin employment.

Evaluations are given annually prior to the end of the fiscal year, which is June 30. I have enclosed a copy of your job description, which we will review and sign.

Neither this letter, nor any rule, regulation nor policy as outlined in the Personnel Policy Manual constitutes an employment contract. The Diocese of Sioux City and _____ School adhere to the laws of the State of Iowa with regard to Employment at Will.

I look forward to working with you and welcome you to your new ministry with us at _____ School!

Sincerely,

Principal