

Making an Offer of Employment

Once negotiations are concluded and the individual has accepted the position, confirm the details in a hiring letter. This sample provides you with an example of a hiring letter, which you can modify as needed.

Sample Hiring Letter

<DATE>

<Candidate's Name and Address>

Dear <Name>,

Welcome! On behalf of <the organization> I am very pleased that you have accepted our offer of employment as <the organization>'s Executive Director.

The terms of employment are as follows:

1- Start date:

<START DATE>

2- Salary:

Your salary will be <insert amount per month or year>. Consistent with our standard policy, your first <insert> months will constitute a probationary period.

3- Benefits:

All full-time employees are eligible for <list benefits and health coverage here>. Specific details on coverage and benefits will be provided during employee orientation. [If there is an employee handbook or personnel policies, indicate that here.]

Full-time staff members earn <insert> paid vacation days, <insert> sick days and <insert> personal days.

<The organization> observes the following holidays: [Modify as needed]

- New Year's Day
- Martin Luther King Jr.'s Birthday
- President's Day
- International Women's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day

4- Performance Goals

The Board of Directors or Board Chair will meet with you within the first two weeks of your employment to begin setting performance goals and the protocol for evaluating your performance. In large part, this will be based on the attached success benchmarks that outlines key priorities, which we expect you to develop for our review, discussion, and approval. You and the board will evaluate your performance after your first year of employment against these mutually agreed goals.

5- Termination of Employment:

<The organization> is an at-will employer. This means that regardless of any provision in the employee handbook, either you or <the organization> may terminate the employment relationship at any time, for any reason, with or without cause or notice. However, should you decide to leave your employment with us, we ask that you provide the Board of Directors with at least 4 weeks advance written notice.

Finally, after you have read and accepted this offer sign your name and return a copy to <Name of the Acting Director> Interim Director.

We are very excited to have you on-board. I know that it will be a great working relationship and that <the organization> will gain considerably from your contributions. I look forward to working with you! Please let me know if there are any questions regarding the terms of the letter.

Sincerely,

<Name of the Board Chair>, Chairperson
<The Organization> Board of Directors

I, _____, accept the terms of this offer.

Signature

Date