Sample Employment Offer Letter

Date

Name

Address

Address

Offer of Employment

Dear Applicant,

I am pleased to confirm the offer of employment for POSITION with the *XX Conservation District.*

Start Date: Date

Hourly Rate: $$

As a new employee of *XX Conservation District*, your probation will end ONE YEAR FROM START DATE.

This is a non-exempt position under the Fair Labor Standard Act. Employees in non-exempt positions are paid hourly and are entitled to overtime pay if they work more than 40 hours per week. Employees are eligible to receive overtime pay at one and one-half times the current rate of pay or in lieu of, receive paid time off at the rate of one and one-half hours off for each hour of employment for which overtime compensation is required.

If you provide benefits: **Add what that is here**

You will earn sick leave, annual leave (vacation), and will have 10 paid holidays plus one floating paid day off per year.

You may use sick leave after three months of employment, and annual leave after six months of employment.

To comply with the Immigration Reform and Control Act, you must produce proof of eligibility to work in the United States within the first three days of employment.  We will accept one or more of the following documents to establish your identity and your eligibility to work:

* United States passport, current foreign passport with work authorization stamp, certificate of United State citizenship or a naturalization, alien resident, or registration card; OR
* One document showing evidence of employment authorization, such as Social Security Card or a certified copy of birth in the United States; AND
* One document establishing identity, such as a driver's license or other such state issued identification document.

In accordance with the Montana Compliance with Military Selective Service Act, men selected for state government employment may be asked to produce documentation showing compliance with the federal Military Selective Service Act.  Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.

We are excited to have you join our team at the *XX Conservation District*.  We are proud of the work we do in serving the citizens of the *XX County*.  To accept the outlined employment terms, please sign and submit your letter to:

Hiring Committee

XX Conservation District

Address

Address  
  
If you have any questions, please contact IMMEDIATE SUPERVISOR at PHONE NUMBER or EMAIL.   
  
Sincerely,

BOARD CHAIRMAN

Employment offer accepted by:

Printed name

Signature

Date