Click or tap to enter a date.

Street Address

City, State Zip Code

Dear Name.

The Library Name is pleased to offer you the position of Title, starting Click or tap to enter a date. You will be reporting to Director, Board President, other.

Your salary (wage) will be amount plus the full range of benefits per the attached sheet. Your pay schedule will be (e.g. Thursday, twice a week. You will be covered by the healthcare plan effective Click or tap to enter a date..

You will be eligible for Number of days days of vacation on Date.

Please understand that the Library Name is an at-will employer. That means that either your or the Library is free to end the employment relationship at any time, with or without notice or cause. And nothing in this letter or the Library policies or procedures, either now or in the future, is intended to change the at-will nature of our relationship.

Welcome to the Library Name!

Sincerely,

Name

Title

The provisions of this offer of employment have been read, are understood, and the offer is herewith accepted. I understand that my employment is contingent upon [*completion of background check, drug test, execution of an employment agreement, or any other contingencies the employer needs to include*.]