March 27, 2014

Address

Dear ,

The Library is pleased to offer you the position of (title), starting (month, day, year). You will be reporting to (the Board President or Director).

Your salary (wage) will be plus the full range of benefits per the attached sheet. Your pay schedule will be every (eg. Thursday, twice a week). You will be covered by the healthcare plan effective (month, day, year).

You will be eligible for days of vacation on .

Please understand that the Library 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!

Sincerely,

Name

Board President