DATE

Name

Address

Re: Offer of Employment: Position Title

Dear Name:

Please accept this letter as a formal offer for the Job Title position with Diocese of Lansing, pending a clear criminal background check. The effective date of your employment will be DATE, with an annual salary of $XX,XXX. The position is [full-time/part-time, exempt/nonexempt], and is required to work XX hours per week. You may sign this letter and mail it back to me at your convenience.

You are eligible for all of the benefits provided to full-time employees. You may review the details of the Diocese's Employee Handbook available online at: <http://www.dioceseoflansing.org/employment>.

The employment relationship is “at-will”, and is terminable at the will of either the employer or the employee. This means that, just as any employee may terminate his or her employment with the employer at any time, for any reason or for no reason, so may the employer terminate an employee at any time, for any reason or for no reason.

During the first 90 days of your employment we will meet regularly and at the end of your first 90 days we will have a performance evaluation discussion and set some goals for the coming year.

A brief summary of the benefits available with this position are:

* Group Medical with prescription co-payment for your family. There is currently a XX% Employee Premium Sharing on group health care.
* Group Dental for your family. There is currently a XX% Employee Premium Sharing on group dental care.
* Vision insurance paid 100% by the employee.
* Short and long term disability insurance provided at no cost to the employee.
* Term life insurance in the amount of two times your annual salary provided at no cost to the employee.
* Vacation Leave: XX hours of vacation time per year.
* Sick leave: XX hours of sick time per year.
* Lay employee retirement plan – employer funded.
* 403(b) optional retirement plan.
* Optional Flexible Spending Accounts
* The following paid holidays: (LIST THEM)

We are excited to have you as a part of our team and look forward to bringing the Word of Christ even more fervently to our community. The Diocese of Lansing and its employees are committed to the Lord Jesus Christ and to the mission that He has left for us to continue.

Sincerely,

By my signature I accept this employment offer:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME

Attachments