{Insert Current Date}

{Insert Candidate’s Name}

{Insert Candidate’s Address}

Dear {Insert Candidate’s First Name}:

It is my pleasure to confirm a conditional offer of employment to you as {Insert Title} for the {Insert Parish Name}. The offer is conditioned upon a satisfactory criminal background check. Your start date will be {Insert Start Date} and you will report directly to {Insert Supervisor Name}. The expectations of the position are as follows:

Compensation: {Insert Annual Amount for Salaried or Hourly amount}

Employment Classification: {select Non-Exempt, Exempt, or Exempt, Ministerial Exception}

Employment Category: {select Full-Time, Part Time A, Part Time B, Temporary, Seasonal or Casual}

Hours per Week: {Insert Number}

Days in Pay Period: {Insert Number}

Payday Schedule: {Weekly, Bi-Weekly, Semi-Monthly, Monthly}

Date of First Paycheck: {Insert Date}

Deductions from your check will include federal and state taxes and may include salary reductions for eligible benefits.

Depending on your employment category, you may be entitled to benefits besides those mandated by law. You will receive an employee handbook which has information on the benefits that you are eligible for. The handbook also lists information regarding paid vacation and personal time, how it will accrue and terms for its use.

**This job offer is not a contract of employment. Your employment is at-will which means you may voluntarily leave the employment of the parish at any time for any reason or no reason and the parish may similarly terminate your employment relationship with or without cause or notice. If at any time you decide to voluntarily terminate your employment, please provide the parish with two (2) weeks advance notice of your last day of work.**

To confirm your acceptance of this offer of employment, please sign below and return to me at your earliest convenience.

Signature Date

Sincerely in Christ,

{Insert Pastor’s Name}

Pastor