

## Template 8: Sample Letter of Offer (Leadership Position)

**Date**

**Personal and Confidential**

**Dear** \_\_\_\_\_

We are very pleased to confirm our offer of full-time/part-time employment in the position of \_\_\_\_\_ with \_\_\_\_\_.

This letter constitutes our employment agreement with you, and we ask that you read it carefully and thoroughly. Your starting annual salary will be \$\_\_\_\_\_. You will report to the Chair of the Board of \_\_\_\_\_. Your start date will be \_\_\_\_\_, 20\_\_\_\_, or a date to be mutually agreed between you and the Board.

In this position, you will be entitled to the following benefits:

- **Vacation leave:**
- **Group Insurance:**
- **Retirement Savings Plan:**
- **Sick Leave:**
- **Statutory Holidays:**
- **Other:**

Normal office hours are from \_\_\_\_ am to \_\_\_\_ pm Monday to Friday. Normal hours of work for employees are \_\_\_\_ hours per day or up to \_\_\_\_ hours per week, with a lunch break of \_\_\_\_ minutes per day. It is recognized that, due to the nature of the work, your schedule must remain flexible. In your position of \_\_\_\_\_ you will be expected to work the hours necessary for the successful completion of your objectives. If you work additional hours for travel, evening meetings, etc. you will be permitted to take time off in lieu of this additional time worked, as discussed with, and approved by the Chair of the Board.

The Board requires that you act with the highest level of integrity and professionalism in the relationships you foster with our stakeholders, clients and members.

You will be required to serve a \_\_\_\_\_ month probationary period. Your performance will be reviewed by the Board Chair before the end of the probationary period, and on an annual basis thereafter. While we are confident that our employment relationship will be a success, \_\_\_\_\_ reserves the right to end your employment without notice at any point during this \_\_\_\_\_ month period for reasons of unsuitability.

In the event you decide to resign from this position, you are required to provide a minimum of \_\_\_\_\_ weeks/months notice.

We have enclosed a copy of \_\_\_\_\_'s Human Resources Policies and the position description, for your review. The Human Resources Policies contain additional information about the terms and conditions of employment.

If the terms outlined in this letter are acceptable to you, please sign and return a copy of this letter. I look forward to your acceptance and welcoming you to our organization. If you have any questions, please feel free to contact me at \_\_\_\_\_.

**Sincerely,**

\_\_\_\_\_  
**Board Chair**

**ACCEPTANCE**

I accept your offer as contained in this letter.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_