



The Polus Center for Social and Economic Development, Inc.

[Your Name]
[Street Address]
[City, ST ZIP Code]
[Date]

[Recipient Name]
[Street Address]
[City, ST ZIP Code]

Dear [Recipient Name]:

We are pleased to offer you employment at Polus Center for Social and Economic Development. We believe that your skills and background will be a valuable asset to our team, and that you will find your employment at Polus Center a most rewarding experience. We look forward to working with you!

Per our discussion, the [full/part-time] position we are offering is as a [position title]. Your immediate supervisor will be [supervisor name], [supervisor title]. Your start date will be [start date]. The starting salary is [salary] and is paid on a bi-weekly basis. If you accept a full-time position, you will receive a full range of benefits that are outlined in the enclosed *Summary of Benefits and Procedures*.

Please note that the first three months of employment is a provisional period. A personnel evaluation will be provided after six months. As a matter of organizational policy, all employment is on an at will basis, meaning that employment shall last for so long as mutually agreeable. Under this, either the employee or Polus may terminate the employment at any time with or without cause.

Your signature will indicate your knowledge and acceptance of these terms of employment, which are effective when signed by the Executive Director of Polus Center.

We look forward to welcoming you as a new employee at Polus Center!

Sincerely,

[Your Name]
[Title]

Signature of Employee _____ Date _____

Signature of Executive Director _____ Date _____