

Written Offer Letter Template
(Church Letterhead)

Date

Name

Address

City, ST zip

Dear Name:

We are pleased to extend you an offer of employment with <name of church here>. Please allow this letter to serve as a confirmation of our offer to you to be hired into the position of <job title here>. The details of this offer are outlined below.

Position: <job title including hours expected (fulltime/parttime)>

Reports to: <direct report manager name, title>

Salary: \$<wages offered>, paid <pay frequency> (equates to \$<annualized salary, if desired> annually)

Vacation: You will be eligible for PTO (Paid Time Off) per church policy.

Benefits: You will be eligible for health and welfare plan coverages and pension plan per church policy. Wages will not be used to determine insured worker status for unemployment benefits.

This offer is made contingent on a satisfactory criminal background check and proof of your eligibility to work in the United States (form I-9). Should any of these items prove unsatisfactory or unapproved, this offer will be rescinded immediately and, if you have already begun work, your employment immediately terminated.

<Name>, we are pleased to offer you this employment opportunity with the <name of church here>. Please sign this letter to confirm your acceptance of the position, and return a signed copy to me.

Sincerely,

<direct report manager name, title>

<name of church>

<candidate name>

<direct report manager name>
<title>

My signature indicates only that I have agreed upon the conditions listed above. I acknowledge that this document is for informational purposes only and it is not intended to create an employment contract between me and <name of church>, for either employment duration or for providing anything other than at-will employment. It is understood that my employment is at-will and may be terminated for any reason or for no reason at any time.