##

## Sample Offer Letter

Date: [Month Date, Year]

To:

Dear (Name),

On behalf of (Program Name), I am pleased to invite you to join the organization as Executive Director. In this position, you will be expected to devote your full business time, attention and energies to the performance of your duties with (Program Name). We are very happy to welcome you to (Program Name) and feel confident that your experience, knowledge and skills equip you to be an excellent Executive Director. Your role will report directly to the Board, with your primary contact being myself as the Board Chair.

Your compensation will be \_\_\_\_\_\_\_\_\_\_\_\_\_ annually, which equates to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on a (bi-weekly/monthly) basis, subject to all state and federal required deductions. In addition, you are eligible for all benefits offered to employees as outlined in the Employee Handbook, a copy of which will be provided to you when you begin employment.

All employment with (Program Name) is “employment at will” which permits you or (Program Name) to end the employment relationship for any reason at any time. Nothing in this offer letter or in any other statement should be taken as constituting an express or implied contract or promise of continuing employment.

Please be prepared to provide identity documents that verify your identity and eligibility for employment in the United States. This documentation must be provided within three (3) business days of the effective date of your employment.

On behalf of (Program Name), I want to thank you for considering the Executive Director position and look forward to working with you to support the program mission. Please confirm that you accept our offer by signing this offer letter and returning. A copy will be provided to you for your records.

Best regards,

(Name)

Search Committee Chair/Board President

Accepted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_