TO:   
DATE: November 15, 2019

RE: Offer Letter, (Title of Position)   
 (Entity Name), Diocese of Helena

Dear \_\_\_\_\_\_\_\_\_:

The Diocese of Helena is pleased to offer you the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_\_. The essential duties for this position include \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Your salary will be $\_\_\_\_\_\_\_ per hour and this is a 30-hour per week position.

The Diocese provides employer-paid medical/dental/vision insurance, life and long -term disability, a retirement contribution, and supports other benefits as well.

This is a probationary position for the first six months of employment. Your benefits will begin \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2019. Vacation and sick leave accrue during this time, but are not available until the first of the month following your first six months of service. The retirement plan is also effective the first of the month following your first six months of service.

Your direct supervisor is \_\_\_\_\_\_\_\_\_\_\_, (Title of Supervisor). Your start date will be November 27, 2019.

We wish you every success in your new position and are grateful to have you on board.

Sincerely,

Carmae Fawaz  
HR Director, Diocese of Helena

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name