

SAMPLE OFFER LETTER – EXEMPT EMPLOYEE USE LOCATION LETTERHEAD

Date

Dear _____:

Congratulations on your new role with _____ [insert name of Location] in service to the People of God. On behalf of _____ [name of Location] I would like to confirm our verbal offer of employment for the exempt, full time, salaried position of _____ [insert job title] for the _____ [insert name of department].

Your effective hire date is _____. Your bi-weekly salary will be \$ _____.

Enclosed is a job description which details the duties and responsibilities of your new position.

Except as provided otherwise in written agreements, the employer-employee relationship in the Archdiocese is employment “at will” where either the employer or the employee can terminate the employment relationship at any time, for any reason, with or without notice. That is, this relationship does not imply a guarantee of continued employment.

Once you start your employment, you will be entitled to benefits as outlined in the Archdiocese’s policies and procedures, which can be found in the online Administrative Handbook at <http://handbook.la-archdiocese.org/>. Such policies are subject to change at the discretion of the Archdiocese.

The Immigration Reform and Control Act requires that the employer verify the identity and employment status of each prospective employee, and that the employee attest that he or she is eligible to work in the United States by completing a Form I-9. This form must be completed on the first day of work.

The Archdiocese requires its employees to successfully complete the Fingerprinting process and be cleared before their start date; they must also complete the VIRTUS training process within 90 days of their start date.

You acknowledge and agree that, during your employment with the [insert name of Location] you may have access to and become acquainted with confidential information and practices. You agree that you shall not disclose anything of a confidential nature to anyone unless authorized to do so.

All documents, memoranda, reports, files, correspondence, lists and other written, electronic

and graphic records affecting or relating to Archdiocesan business that you prepare, use, observe, possess or control shall be and remains the sole property of the Archdiocese and you shall not retain any of these items, except as required in the course of your employment with [insert name of Location]. Your employment is considered to be “work for hire.”

The Archdiocese of Los Angeles operates in accordance with the teachings and doctrines of the Roman Catholic Church. In accordance with their role as Church personnel and in witness to the Gospel of Jesus Christ, our employees must conduct themselves with integrity and act in a manner consistent with the official teachings, doctrines, and laws of the Roman Catholic Church, as set forth in the Catechism of the Catholic Church (<http://ccc.usccb.org/flipbooks/catechism/files/assets/basic-html/page-I.html#>) and the policies of the Archdiocese of Los Angeles as set forth in the Administrative Handbook.

This letter sets forth all of the terms of this offer of employment, and representations not discussed in it have no effect.

We look forward to receiving your confirmation and acceptance of this offer of employment. Please sign this letter and return it to us. If you have any questions, please call us at [insert telephone number for Location].

Sincerely,

[Insert Name of Pastor or Administrator]

I hereby accept the terms of this offer of employment as outlined above.

Accepted by: _____ Date: _____
Signature