New Hire Name

Street Address

City, State Zip Code

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

It is with great pleasure that we send you this letter which will serve as an official letter offering employment at Lutheran Church of Hope. Your title is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Your position has been budgeted for XX hours per week for $XX.XX per hour or as a full-time salaried position of $XX,XXX per year (delete what does not apply) and you will be reporting to name and title of supervisor in ministry name.

Please note that your employment at Lutheran Church of Hope is terminable at your will or the will of Lutheran Church of Hope at any time, for any reason or for no reason at all. Nothing in this letter or the Staff Handbook should be construed as an employment contract; the Church reserves the right to change the terms and nature of your employment, as well as the Staff Handbook as the need arises.

As a reminder, your benefits will start on the first of the month following your 60th day of employment. (Only leave in for people working 30+ hours per week.)

We look forward to having you on the team and helping to accomplish the mission and vision of Lutheran Church of Hope: to reach out to the world around us and share the everlasting love of Jesus Christ, and to be a Spirited, Growing, Christ-centered community filled with hope.

Sincerely,

Director’s name, title