

SAMPLE

Name
Address
Date

Dear _____:

RE: Administrative Assistant I Position

I am pleased to confirm that your background, education, and experience made you the best match for our Administrative Assistant I position and that we are able to offer you this position on the following terms and conditions:

1. Your position title is Administrative Assistant I, reporting to the _____.
2. Your starting salary will be \$_____ per hour based on 40 hours per week.
3. Your starting date is _____.
4. You will be given an initial evaluation towards the end of our standard 90-day initial evaluation process for non-exempt staff after which you may become a regular "at-will" employee.
5. You will be eligible for all regular employee benefits after the normal waiting periods (see benefit summary).
6. The regular working hours of the office are 7:30 a.m. to 4:30 p.m., although you will be allowed flexibility in your personal schedule so long as it does not compromise your job performance, upon approval of your manager.
7. Salary reviews for you will be conducted annually in the Fall. Any increases will be prorated based on your time in the position, if less than one year on October 1.
8. Since your position may entail some driving on JPIA business, verification of insurance for your personal auto (i.e., copy of the DEC page) will be required, along with a valid California Driver's License.
9. Conditions of employment include passing of pre-employment physical examination and drug screen (if applicable), satisfactory background check that will include contacting previous employers, and verification of identity and right to work in the United States (I-9 form).

Your professional demeanor served you well during the interview process and we would encourage you to continue that demeanor into your role as the Administrative Assistant I. We look forward to having you join the _____ Department and have you contribute to the exceptional record of the _____.

SAMPLE

Since this is a formal confirmation of our job offer, we would like you to give us a formal acceptance, by countersigning and returning one of the original letters enclosed. The other letter is for your records.

Sincerely,

General Manager

cc: Personnel File

I hereby affirm my understanding and acceptance of the foregoing job offer and agree that it contains the terms of employment with the JPIA and that there are not other terms expressed or implied.

Signature

Date