Date

Name

Address

Address

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

It is my pleasure to extend the following offer of employment to you on behalf of [PROJECT] of CultureTrust Greater Philadelphia.

**Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reporting Relationship:** The position will report to:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[**Job Description**](https://www.thebalance.com/job-descriptions-positives-and-negatives-1918556) is attached.

[**Base Salary**](https://www.thebalance.com/base-salary-1918066)**:** Your hourly rate is **$\_\_.\_\_** and will be paid in monthly installments of **$\_\_\_\_\_.\_\_,** which is equivalent to **$\_\_\_\_\_\_\_\_.\_\_** on an annual basis, and subject to deductions for taxes and other withholdings as required by law or the policies of the company.

**Vacation, Flex, and Personal Emergency Time Off:** [Vacation is accrued at x.xx hours per pay period, which is equivalent to two weeks on an annual basis. [Personal days](https://www.thebalance.com/paid-personal-days-1917983) are generally accrued per company policy.] *– Here’s where to put your actual flex policy, or use CultureTrust’s unlimited time off policy.*

**Start Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Computer/Phone/Travel Policy:** Normal and reasonable expenses will be reimbursed on a monthly basis per company policy and upon completion of the appropriate expense request form. *–Will they be using her own computer & phone? Will you reimburse travel/SEPTA?*

Your employment with [PROJECT] of CultureTrust Greater Philadelphia is at-will and either party can terminate the relationship at any time with or without cause and with or without notice.

You acknowledge that this offer letter, (along with the final form of any referenced documents), represents the entire agreement between you and [PROJECT] of CultureTrust Greater Philadelphia and that no verbal or written agreements, promises or representations that are not specifically stated in this offer, are or will be binding upon [PROJECT] of CultureTrust Greater Philadelphia.

If you are in agreement with the above outline, please sign below. This offer is in effect for (generally, five business days).

**Signatures:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Candidate's Name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Project Director’s Name)

Project Director, [PROJECT] of CultureTrust Greater Philadelphia

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President, CultureTrust Greater Philadelphia

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date