

MEMORANDUM

Date: July 31, 2012
To: Mr. Future Employee
From: Person making hiring decision
RE: Employment

We are pleased to offer you employment as (*Position Title*) at the (*Name of Parish/School*). This position is a temporary (___ months), part-time (___ hrs/wk) position and is paid at an hourly rate of \$_____. The position is contingent upon satisfactory references and background screening. It is non-exempt according to FLSA standards and is eligible for overtime pay for any hours actually worked in excess of 40 in a work week. Overtime is to be worked only with prior approval from your supervisor. This position is supervised by (*Supervisor Name and Title*) and your start date is_____.

Part time, temporary positions do not accrue any paid time off and are not eligible for benefits.

While we hope to have a long and fruitful working relationship, it is understood that South Carolina is an “at will” state and your employment with the (*Name of Parish/School*) is at will. Our at will employment relationship may be ended by either party at any time with or without notice or reason. This letter is not a contract, but merely an outline of an offer of employment to you from the (*Name of Parish/School*).

If the above is acceptable to you, please sign below and return to me.

I acknowledge the above and understand that my employment is at-will.

Signature

Date