

MEMORANDUM

Date: Current Date  
To: Mr. Future Employee  
From: Person making hiring decision  
RE: Employment

We are pleased to offer you employment as the ( Position Title ) at the ( Name of Parish/School ). This position is a full-time position (40 hrs/week) 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 \_\_\_\_\_.

We offer a generous holiday schedule, with up to \_\_\_\_\_ paid holidays per year. This position is eligible to participate in our Health, Dental, Vision, and Supplemental Life benefit plans on the first of the month after 60 days of employment. Basic Life and Long Term Disability are provided at no cost on the first of the month after 60 days of employment. This position is also eligible to participate in the Diocese of Charleston's 403(b) Retirement Plan. Vacation is accrued each paid period beginning on your start date. This position accrues one week at the end of the first year of employment. One day a month sick leave is also accrued. Please refer to the Employee Personnel Manual or the Office of Human Resources for the specific details of these 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