



CONNECTING & INNOVATING
SINCE 1913

**Sample Letter
for
Job Offer**

DATE

John Doe
PO Box 1
Mosquito Heights, MN

Dear John:

I am pleased to confirm the City's employment offer to you for the position of Public Works Maintenance Worker with the City of Mosquito Heights. This position is classified as full-time, non-exempt (overtime eligible). Overtime compensation will be provided at a rate of 1.5 times your hourly wage for hours worked in excess of 40 in any work week. A copy of the position description is enclosed.

You will be expected to work eight hours/day and 40 hours/week. Your starting salary will be \$20.93 per hour and your first day of work will be on April 15, 2014.. Per our standard procedure, this offer letter is not intended nor should it be considered as an employment contract for a definite or indefinite period of time.

As a full-time employee, you will accrue vacation and sick leave on a monthly basis. Your vacation leave accrual will begin at XX.X hours per month. Your monthly sick leave accrual will be X.0 hours per month. Per our earlier discussion, you are authorized to take three days of leave without pay in May for the trip you scheduled prior to this hire.

In accordance with the Immigration and Reform and Control Act of 1986, you must provide appropriate documentation to establish identity and eligibility for employment on your first day of work. I've included a copy of the Department of Homeland's list of acceptable documents for your review. Please complete the highlighted section of the I-9 form and bring this completed document with you on your first day of employment.

Please report to the City's Maintenance Garage on the 15th at 8:00 a.m. and ask for Sue Smith, Public Works Superintendent. Do not hesitate to call if you have any questions prior to that time. We are pleased that you will be joining our staff and look forward to working with you in this position. If you have any questions prior to your start date, please contact (supervisor's name and number) or me at (phone number).

Sincerely,

Matt Olson
City Administrator

cc: Personnel File

* * * * *

Employers with more than 10 employees are required to give employees (with the exception of “casual” temporary employees) a written, signed “agreement of hire.” In accordance with Minnesota Statutes 181.55, the letter must contain:

- Date of the agreement
- Hire date
- Rate of pay (for *exempt* quote per pay period rate; for *non-exempt* quote hourly rate)
- Hours in a regular work day
- Whether the employee is eligible for overtime and if so at what rate
- Statement of any job duties or responsibilities which, if not performed properly, can result in deductions from the employee’s paycheck and the terms of those deductions

