Date

Name

Address

City, BC Postal Code

Re: Offer of Employment for the Position of Title

Dear Name,

Thank you for your consideration of this role in serving at \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Church. After prayerful deliberation, I would like to formally extend an offer of employment for the position of Position Title on terms set out in this letter and the corresponding attachments.

Attached to this letter and incorporated into this offer by specific reference are the following:

* Schedule A – Precis of Terms of Employment
* Schedule B – General Terms and Conditions of Employment
* Position Title Position Description

Upon acceptance by you, as indicated by your signature below, this offer of employment letter together with Schedules A, B and the Position Description will form the Employment Agreement between you and \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Church on the terms and conditions of your employment. Please review this offer carefully, and consult with your personal, legal, and spiritual advisors before signing.

If you wish to accept this offer, please do so by signing the enclosed copy of this letter and each of Schedule A, B and the Position Title Position Description at the places indicated and return a copy of same to me once completed. This offer is open for acceptance until time on Day, Month Date, Year.

Thank you for your consideration; I look forward to hearing from you in due course.

Grace and Peace to you,

Name

Title

Offer of employment is accepted and agreed to on the **\_\_\_\_** day of Month Year.

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| --- | --- | --- |
|  |  |  |
| **Employee Signature** |  | **Employer Signature** |
|  |  |  |
| **Employee Name** |  | **Employer Title/Name** |