**SAMPLE LETTER OF ENGAGEMENT**

*Use this document as a basis for your* ***letter of engagement****. Copy and paste the text below onto your organization’s letterhead and personalize, add, or delete text according to your organization’s policies.*

Dear [new hire name],

It is with great pleasure that we confirm your successful candidature for the position of [name of position] at [company name]. Your start date will be [September 12, 2024].

The [name of position] is expected to exercise the tasks and responsibilities of as outlined in the job description found attached to this document, as well as the objectives and actions in the organization’s Strategic Plan and action plan.

The first three months of the contract shall constitute the probationary period and is subject to a formal review process. Following the successful completion of the probationary period, a yearly performance assessment will be carried out by the [Executive Director or Executive Committee].

Your regular work week consists of [35] hours per week. Given the nature of the work required to perform the tasks and responsibilities, you will occasionally be required to work evenings and/or weekends for meetings or special events. These hours may be compensated by [taking time off during regular office hours].

Your principal place of work will be at the [organization name] office in [city], located at [address].

Your salary is [$52,015.60] per year, calculated at [$28.58] per hour, [35] hours per week. Salary increases are based on positive performance evaluations and the availability of funding.

You are entitled to [3] weeks paid vacation during your first year in this position.

Participation in the organization’s [group insurance plan, including life, health and dental coverage will begin following the standard probationary period. The cost of the insurance is shared 50% by the employee, 50% by the organization].

On behalf of the Board of Directors, we congratulate you and look forward to working together.

Acceptance:

I hereby agree to the terms and conditions outlined in this letter.

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[New hire name] [Executive Director name]

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Date Date