

**[on Library letterhead]**

## **Conditional Job Offer**

October 12, 2023

Susan Smith  
123 Swiftie Lane  
Lawrence, KS 66049

Dear Susan:

It is with great pleasure that Anytown Public Library (“Library”) offers you the position of Circulation Coordinator. You will be reporting to the Danni Jones, Library Director. Your start date is at your discretion, but no later than November 6, 2023.

This is a full-time non-exempt / salaried hourly position. We are offering you a starting annual salary of \$41,000 paid on the 15<sup>th</sup> and last day of the month.

In addition, you are eligible for benefits that include a variety of options. Please refer to the attached list of employee benefits for additional information. Health, dental and vision policies become effective the first day of employment. The Library pays 75% of the cost of the health, dental and vision plan and short-term disability.

Also attached is a copy of the Library’s Employee Handbook which provides information on paid holidays, vacation time, and the various leaves offered, including sick leave.

This job offer is contingent upon the following:

- Completion of a satisfactory background check
- Satisfactory driver’s safety record
- Satisfactory reference checks

On your first day, you will be given an orientation by me. This orientation will include completing employment forms and reviewing benefits. Please bring appropriate documentation for the completion of your new-hire forms, including proof that you are presently eligible to work in the United States for I-9 Form purposes. Learn more at: <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents> or contact me with any questions.

Please indicate your acceptance of our offer by signing below and returning one copy of the letter, with your original signature, to me no later than October 19, 2023. If you have any questions about this offer, please contact me at [cwillow@anytownpl.org](mailto:cwillow@anytownpl.org) or 785-222-1111.

We look forward to having you as part of our team!

Sincerely,

Christine Willow  
HR Manager

I have read and understand the provisions of this offer of employment, and I accept the above conditional job offer. I understand that my employment with Anytown Public Library is considered at will, meaning that either the company or I may terminate this employment relationship at any time with or without cause or notice.

This offer shall remain open until Thursday, October 19, 2023. Any acceptance postmarked after this date will be considered invalid.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_