



A Spiritual Center for Creative Living

[date: month, day, year]

Dear [offer recipient first name],

It is a pleasure to extend this offer of employment to you to join Unity of Bellevue (UOB) in the role of [title] with commencement on or about [date]. This role is classified as a W2 paid [full-time or part-time], [exempt or non-exempt (hourly)] position which reports to the Unity of Bellevue Minister.

The salary for this role is an [hourly/weekly/monthly] rate of [\$xx] based on working [x hours/week]. You'll be paid twice monthly according to the specific working days and times negotiated between you and your supervisor. As a [full time/part time] employee working [# of hours] you [are/are not] eligible for benefits. [Benefits include [list and explain benefits including any restrictions]].

This offer of employment [is / is not] contingent upon the satisfactory outcome of [explain any pre-screening requirements: background check, verification of previous employment, etc.]. In addition, you will be asked to provide documentation of your identity and U.S. work status authorization, as required by the U.S. Immigration Reform and Control Act, when you complete our hiring documentation.

We hope your employment relationship with UOB will be long and mutually beneficial but also acknowledge that neither you, nor we, have entered into a contract of employment, expressed or implied. Your employment relationship with UOB is classified as "at will" meaning that either you or UOB are free to end the employment relationship at any time, with or without notice or cause not otherwise protected by law. Additionally, the terms and conditions of your employment, described herein, may be subject to change based on current policies and ministry needs.

Congratulations! We are excited to have you as part of the UOB Team. We look forward to developing a great relationship with you and hope you view this opportunity as a chance to grow with us as we change lives and transform the world along with the larger Unity movement.

On behalf of Unity of Bellevue, I'd like to welcome you! Please kindly acknowledge your acceptance by signing this letter and returning it to Monica McDowell Elvig, Center Administrator.

Kind Regards,

[Minister name]

[title]

Accepted by: _____ Date: _____