

Date, 2015

Name
Address
City, State, Zip

Dear _____:

The Diocese of Helena is pleased to offer you the position of _____ in the _____ Department. The duties include (listing of duties, minimum detail) and other duties as outlined in the position description.

Your salary will be \$____ per hour. The Diocese of Helena will pay a supplement for medical insurance, dental/vision premiums, life and long term disability, retirement and supports other benefits as well.

This is a probationary position for the first six months of employment. Dental/vision and life and long term disability coverage begins _____, 2015. Vacation and sick leave accrue during this time, but are not available until the first of the month following your six months of service. The retirement plan is also effective the first of the month following your six months of service.

As an employee, you are required to attend a Protecting God's Children training session and continue with the VIRTUS on-line bulletins. Please watch the parish bulletin for this information or contact me for the next training session.

Your direct supervisor is _____, Name of Supervisor. Your start date will be Day, Date, 2015.

If you have questions, let me know and I will be happy to assist.

If all of the above is satisfactory to you, please sign and return the enclosed copy to me for inclusion in your personnel file.

Sincerely,

Carmae T. Fawaz
Human Resource Services Director

Date _____
Name of Employee