

TMC
EMPLOYMENT/PROMOTION OFFER LETTER
(FOR HR USE ONLY)

THIS LETTER IS NOT A WRITTEN INDIVIDUAL EMPLOYMENT CONTRACT

DATE: _____

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

DEAR MS. /MR.: _____

TMC (Hereinafter referred to as the Corporation) is pleased to offer you employment or promotion. We trust that your knowledge, skills and experience will be among our most valuable assets. Your employment/promotion information is as follows:

- **Hire/Promotion date:** ____/____/____ (mm/dd/yyyy) first date reporting to work for your new position.
- **Position:** _____
- **Pay rate:** _____ per hour or _____ annually, paid in biweekly installments (Friday) by your choice of check or direct deposit. First paycheck may take up to a month.
- **Scheduled work week:** _____.
- **Location/department:** _____.
- **Classification:** _____ (Hourly Non-Exempt or Salaried Exempt).
- **Employment status:** _____ (full time / part-time / temporary)

If you are being hired or rehired, all offers of employment are conditional, subject to satisfactory results of a criminal background check, employment and personal reference checks, pre-employment physical exams, pre-employment alcohol and drug screening, TB Test, documents verifying the educational requirements for the position sought, and Policy Council approval for Head Start employees.

Additionally, advancement to regular employment status as well as being promoted is contingent upon satisfactory completion of a six-month introductory period during which time your job performance will be evaluated, and both you and the Corporation can better evaluate the employment relationship. TMC is an **AT WILL EMPLOYER**, and therefore allows either employees or the Corporation the right to terminate employment with or without notice for any or no reason as permitted by law. The needs of the Corporation may change at times, which may affect the number of hours and/or days an employee will be required to work. You may also be required to travel overnight to meetings, training, and conferences.

If you are being hired or rehired, on your first day of employment, you will need to complete new hire paperwork. Please bring your driver's license and social security card to complete the I-9 form or other form of identification as required by INS to verify identity and authorization to work in the United States as required by the Immigration Reform and Control Act.

Please check the appropriate box below and sign below to accept or decline this employment or promotion offer. We at TMC hope that you'll accept this job offer and look forward to welcoming you aboard. Feel free to contact me at the number listed below.

Sincerely,

Human Resources Manager or TMC Representative's Signature

Telephone #: _____

Accept/Decline Job /Promotion Offer (check appropriate box)

I ☐ accept ☐ decline the offer as stated above.

Signature of Prospective Employee

Date

DISTRIBUTION: ORIGINAL HUMAN RESOURCES, COPY TO EMPLOYEE