

Dear [first name],

On behalf of Bayside Community Church, it is my pleasure to offer you a transition to the position of [title] at the [campus location] Campus. We anticipate this change to be effective on [week day, Month, DD, YYYY].

Your compensation package would include the following:

- You will receive an annual salary of \$[annual salary] for an average of [weekly hours] hours per week. Payroll is processed on a monthly basis. Performance and salaries are formally reviewed on an annual basis.

Your supervisor will be [manager name], [manager title].

Your employment with Bayside Community Church is "at-will" and either party can terminate the relationship at any time with or without cause and with or without notice. You acknowledge that this offer letter represents the entire agreement between you and Bayside Community Church and that no verbal or written agreements, promises or representations that are not specifically stated in this offer, are or will be binding upon Bayside Community Church.

We prayerfully hope you will consider joining our Bayside team!

Sincerely,

Cory Mattox  
Human Resources Director

I, [first name & last name], accept the offer of [title]

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Dated: \_\_\_\_\_