<DATE>

**Personal and Confidential**

<NAME>

<ADDRESS>

<ADDRESS>

<E-mail>

Dear <NAME>,

On behalf of Certified Fire and Security, I am pleased to invite you to join our outstanding and high performing team! We are committed to be the best in our industry; and we know it is only through high caliber people that we can be the greatest. We believe that you are this type of person and look forward to you accepting this offer of employment.   The details of this offer are as follows:

|  |  |
| --- | --- |
| **Position:** <enter> | **Start Date:** <enter> |
| **Salary/Wage Rate:** <enter> | **Expected Schedule:** <enter> |
| **Reporting to:** <enter> | **Location:** <enter> |

**Benefits:**Effective the 1st of the month following 30 days of employment. See attached benefits guide for details.

**401(k):** Eligible upon hire. Matched Employee Contribution up to 5%.

**PTO:** Eligible for 40 hours, following 90 days of employment.

**Holidays:** Eligible for 8 company paid holidays upon hire

This offer of employment is contingent upon successful completion of a Motor Vehicle Records check (if applicable) and Background check.  All new hire documentation will be provided to you via e-mail, through our company portal and must be completed prior to your start date.

On your first day, you will be required to present documents proving your identity and authorization to work in the United States, in order to complete Form I-9. Please come prepared with the appropriate documents to complete this process. A list of acceptable documents is included with this letter for your reference.

We are excited to welcome you to our team and hope to receive a positive response to this offer by <Date>. Please accept this offer by signing and dating below; and return a copy of this letter as soon as possible.

Sincerely,

<Name>

Executive Director

<Phone>

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NAME                                                                                                                      DATE