

Date \_\_\_\_\_

**EMPLOYEE NAME**

Address: \_\_\_\_\_

Via Email: \_\_\_\_\_

**Re:            JOB OFFER**

Dear \_\_\_\_\_:

Greetings! We at the Archdiocese of Agana are excited to extend a formal offer of employment for \_\_\_\_\_(job title).

**Start Date:** Your expected start date will be on or before \_\_\_\_\_. All Archdiocese of Agana employees are expected to satisfactory complete a one hundred eighty-days (180) probation period. Please be advised that acceptance of this at-will employment position does not guarantee any particular term of employment.

**Salary:** Bi-weekly salary of \$\_\_\_\_\_ per hour, non-exempt subject to deduction for taxes and other withholdings as required by Archdiocese of Agana policies. Your work schedule will be from Monday thru Friday from 8:00am to 4:00pm.

This offer of employment is contingent upon the following terms and conditions:

- 1) Provision of satisfactory evidence of your ability to legally work in the United States, including completion of I-9 form and other forms required by law and/or Archdiocese of Agana policies.
- 2) Your consent to, and satisfactory results from, reference checks, background screening, police and court clearance among other pre-employment requirements as per Archdiocese of Agana policies.
- 3) Satisfactory completion of all other forms required by statute and/or Archdiocese of Agana policy including Archdiocese Agreement regarding Confidential and Propriety Information; and

- 4) The absence of any conflicts with the business and/or other interests of the Archdiocese of Agana.

Please be advised that if you are unable to meet any of the above listed pre-requisites, or if any information provided by you is found to have material omissions or misrepresentations, or cannot be satisfactorily verified, this offer of employment may be withdrawn or your employment terminated.

If the terms as set out in this offer are acceptable to you, please sign and date this letter below and return the signed copy to my attention within three (3) calendar days. You may also scan a copy of your signed acceptance and forward the same to my attention via electronic mail to [delegate@archagana.org](mailto:delegate@archagana.org) cc copy [jvillanueva@archagana.org](mailto:jvillanueva@archagana.org).

We take this opportunity to congratulate you on this appointment and hope that you find the role both challenging and enjoyable.

Your Sincerely,

\_\_\_\_\_  
(Signature over Printed Name and Position of Immediate Supervisor/Manager)

I have read and agreed to the terms of this offer of employment.

\_\_\_\_\_  
(Employee Name)

Date: \_\_\_\_\_

Cc: Personnel File Copy  
Accounting Copy

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