



TOWN OF NORFOLK

ONE LIBERTY LANE
NORFOLK, MASSACHUSETTS 02056

Date

Mr./Ms. Candidate Name
Street Address
City, State, Zip Code

Dear Mr./Ms. Candidate Name:

We are pleased to offer you the position of _____ with the Town of Norfolk. This position reports to (Name, Title). Your first day of employment will be _____.

This position offers a biweekly salary of \$ _____, which is the equivalent of \$ _____ on an annual basis. This position is considered exempt under federal and state wage and hour laws, which means you are not eligible for overtime pay under those laws.

OR (where applicable): This position is considered nonexempt under federal and /or state wage and hour laws, which means that you will be eligible for overtime pay (or compensatory time, where applicable) in accordance with those laws.

This is a full-time position, and the regular hours of work are: _____. Occasional evening and weekend work may be required as job duties demand.

You are eligible for _____ weeks of vacation per year (prorated for FY 2019), in accordance with the Town's Human Resource Policy.

As a full-time employee, you will be eligible to participate in benefit programs offered by the Town to its employees. I am enclosing a summary of medical and other insurance benefits, as well as the retirement benefits, currently offered by the Town. Please note that these benefits are subject to any future policy or plan changes. You will receive additional information your first day of work.

(WHERE APPLICABLE):

This job offer is contingent upon the following: (include any/some/all as needed ☺)

Completion of a satisfactory background check.

Passing a drug test.

Satisfactory reference checks.

Presenting documentation verifying _____ certification/licensure.

This job offer will also be contingent upon the receipt of the results of a satisfactory physical examination designed solely to determine your physical ability to perform the essential duties of the job being offered.

Please report to the Human Resources Office (Room) when you arrive at work at (time) on your first day. You will be given an orientation, which will include completing necessary employment forms, reviewing the Town's benefits in more detail, an introduction to management and a tour of Town Hall. Please remember to bring appropriate documentation for the completion of your I-9 form. I am enclosing a list of documents accepted by the Town. Please note that the failure to provide appropriate documentation within three days of hire will result in immediate termination of employment in accordance with the provisions of the Immigration Reform and Control Act.

Your employment with the Town of Norfolk is at will, which means that either you or the Town may terminate the relationship at any time with or without cause or notice. OR – This position is included within the _____ union, and the terms and conditions of your employment with the Town are governed, where applicable, by the terms of the collective bargaining agreement (contract) between the union and the Town.

Please contact me at _____ (email address?) by DATE to confirm that you wish to begin employment on DATE as NAME OF POSITION. In addition, please feel free to contact me if you have any questions.

We look forward to welcoming you as a new employee. We know that your skills and background will be a valuable asset to our community.

Sincerely

Scott Bragdon
Human Resource Director
Town of Norfolk

cc: Town Administrator
(others – department head, etc.?)

Encs.

www.virtualnorfolk.org