

# Admin Offer Letter

## Hiring Resource

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

Your company, Inc.. is pleased to offer you employment on the following terms:

1. Position. You will serve in a defined capacity as [job title], as outlined in the confidentiality agreement and procedural manual. You will report to the [report] of the Your Company, Inc. Your primary duties will be supporting patient care, executing procedures and communications, greeting and scheduling patients, conducting financial transactions, and such other duties as the Company may assign to you from time to time. Your work schedule will be decided in advance.

2. Compensation. Your compensation will be \$\_\_\_\_\_ per clock hour, paid as follows:

- The first pay period of each month will extend from the 1<sup>st</sup> to the 15<sup>th</sup>
- The second pay period will extend from the 16<sup>th</sup> to the last day of the month
- Pay for the first pay period will be delivered on the 21<sup>st</sup>, pay for the second period will be delivered on the 7<sup>th</sup> of the following month. If either of these days is a Sunday or national holiday, they will be delivered on the next business day.

1. Miscellaneous. The employment opportunity that the Company offers is of indefinite duration and will continue as long as both you and Your Company, Inc.. consider it of mutual benefit. Either you or Your Company, Inc.. is free to terminate the employment relationship at any time, with or without cause, but the Company asks that you provide at least two weeks' notice should you intend to terminate your employment. No one other than the President of the Company has authority to bind the Company to an agreement that conflicts with this policy of employment at will, and any such agreement must be in writing and signed by the Company's President.

We look forward to working with you as part of the Your Company, Inc.. team. Please indicate your acceptance of these terms of employment by signing and returning to me one of the two copies of this letter.

Sincerely,

First Last  
Title

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