

Date

Address of candidate

Dear XXXX,

Congratulations! This letter is to confirm your acceptance of the offer of employment as the Executive Director, based on our phone conversation of [date].

The [name of cooperative] Board of Directors, represented by the Board President, will be your direct supervisors. At the March XX, 2008 board meeting, the Board of Directors will review with you the job duties and responsibilities of this position. At the June XX, 2008 board meeting, we will conduct an initial 90 day performance review. There may be other periodic performance reviews throughout the year. An annual review will be scheduled on the anniversary of your hire. *(You could include the phrase that there is a potential for a wage increase based on performance.)*

We agreed upon your starting date of [date]. The salary offer for this 40 hour per week position is XXXX, which will be paid twice per month. xx weeks of vacation will become eligible after *six months* from your initial start date. One week of this could be carried over to the next year if not used in the calendar year it was issued. You are also eligible to participate with the holidays that [name of cooperative] observes. Sick and personal leave are available up to 5 (?) days per calendar year. You are eligible for the [name of cooperative] health insurance *(include details here)*.

If this is agreeable to you, please sign one copy of this letter and bring it with you when you report to the [name of cooperative] office on [date]. If you have any questions, please contact me at [phone number and/or email]

Congratulations again. We look forward to collaborating with you as our Executive Director.

Sincerely,