

*****Sample Offer Letter*****

Dear Jane,

Yavapai College would like to formally offer you the position of People Trainer at our Verde Valley Campus with a tentative start date of July 5, 2022.

This is a full-time exempt position at \$_____ annually, paid biweekly. In addition, your compensation includes many benefits such as retirement, 24 paid holidays, 10 paid vacation days and more as outlined in the email attachment entitled YC Benefit packet 2022-23.

Please note, all offers of employment are contingent upon acceptable reference checks and background checks.

Health insurance coverage for new benefit eligible employees and their dependents is effective the first day of the month after being employed full time for 30 days. For you, benefit eligibility will be on January 1, 2022.

We look forward to having you as part of our team and believe you will find this opportunity both challenging and rewarding.

Please contact me if you have any questions.