



Offer Letter Request Form

Hiring manager to complete and forward to Human_Resources@Acralending.com

Name: _____ Start Date: _____

Lead-time of 5 business days is required for all new hires.

Position/Title: _____ Direct Supervisor: _____

Location: _____ Part Time: _____ Full Time: _____ Intern: _____

Annual Salary (Exempt): \$ _____ Hourly Rate (Non-Exempt): \$ _____

Industry Experience

Yes

No – Enroll in 3 - day Mortgage 101 (refer to the Cintranet L7D Calendar for dates)

Not Needed

Requires Sales Training Enrollment: (Refer to the Cintranet L&D Calendar for Dates)

No

Yes: 4 - Day – Operations, Retail, etc.

Yes: 5 - Day – Account Executives Only

Commission Details (standard for position):

Bonus Details (e.g., Sign-on bonus, quarterly bonus):

Non-standard Benefits / Special agreements Require Executive approval (e.g., COBRA coverage, extended vacation accrual etc.)

Internet: ☐

Cell Phone: ☐

Hiring Manager: _____ Date: _____