\_\_Date\_\_

\_\_Name\_\_

\_\_Address\_\_,

\_\_City\_\_, \_\_State\_\_ \_\_Zip\_\_

Dear \_\_Name\_\_,

Congratulations! The Office of Management and Enterprise Services (OMES) is excited to offer you a position of temporary employment.

This position is paid $ \_\_Salary\_\_ hourly.

This is a temporary position and is limited to a maximum of 999 hours in a twelve-month period beginning on your start date. If you accept this position, you will enter into an employment relationship with OMES voluntarily and acknowledge that there is no specified length of employment. The offer of employment, through this letter, and your acceptance of employment do not create an employment relationship based in contract.

Accordingly, either you or OMES can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Please accept or decline this offer within three business days of receipt.

Respectfully,

Heidi McComb, MSM, PHR

Interim Human Resources Director

* I understand and accept the terms of this placement as outlined above and will report to work on .
* I do not accept this placement

Signature Date