

DRAFT  
OFFER LETTER OF EMPLOYMENT  
To be placed on department letterhead.

Date

Name  
Address

RE: Town of Halifax  
Wage and Personnel offer of employment

Dear

On behalf of the Town of Halifax, Massachusetts, I am pleased to offer you the position of  
in the Department.

Details are as follows:

Grade/Step:  
Start Date:  
Weekly hours, including normal schedule:

If you are working less than 20 hours per week, you are not eligible to receive benefits. You will be receiving a copy of the Wage and Personnel employee handbook along with the necessary forms that need to be completed before your start date. Our Assistant Treasurer, Linda Cole, can answer any questions you may have when completing these forms. She can be reached at [lcoble@town.halifax.ma.us](mailto:lcoble@town.halifax.ma.us) or 781-293-1731.

I look forward to working with you. Please let me know if you have any questions.

Sincerely,

Name  
Department Head