# FPCC CONTINGENT EMPLOYMENT OFFER LETTER TEMPLATE

First Presbyterian Church of Conroe
2727 N. Loop 336 West
Conroe, Texas 77304
[DATE]


[FULL NAME & ADDRESS OF PERSON OFFER IS BEING MADE TO]




Dear [FIRST NAME, OR MR/MRS/MS + LAST NAME]:

Congratulations!  The First Presbyterian Church of Conroe ("FPCC") is pleased to offer you the position of [JOB TITLE] reporting to [SUPERVISOR NAME].

This offer is contingent upon satisfactory completion of [background checks, screenings,] proof of your eligibility to work in the U.S., and your ability to start work not later than [START DATE]. (This start date may need to be changed by FPCC depending upon the removal dates of all employment contingencies.)

Your compensation will be $[        per month *OR* $        per hour], less applicable withholdings. [*If benefits are applicable:* FPCC offers a benefits package that includes [INSERT BENEFITS].

Your employment with FPCC is at-will, meaning that either you or the Church may terminate your employment at any time for any reason not prohibited by law, with or without prior notice or cause. The Church reserves the right to change the terms and conditions of your employment at any time for any reason not prohibited by law, with or without notice.

[As stated above, this offer is contingent upon your satisfactory completion of a pre-employment background investigation [*if applicable:* and pre-employment drug screen.] FPCC does *not* check credit scores as part of the hiring process, but the background investigation will consist of:

- Social security number confirmation.
- Verification of previous employment and education.
- Criminal background investigation.
- DMV check (if your job requires you to drive a church or personal vehicle).

All information related to these items must be disclosed on the enclosed *Confidential Information Form & Consent to Procurement of Consumer Credit Report & Release of Information for Employment Purposes*.


If the results of the pre-employment background check are not satisfactory to FPCC, or it is found that you falsified or did not disclose relevant information on your application and the *Confidential Information Form & Consent*, FPCC reserves the right to withdraw this offer or terminate your employment. ]

This letter constitutes the full terms and conditions of your employment with FPCC.  It supersedes any other oral or written promises that may have been made to you.

This offer is valid until [INSERT EXPIRATION DATE], after which it expires.

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[If you accept this offer of employment, it is very important that you complete the required *Candidate Information Form & Consent* and return it to [NAME OF FPCC BACKGROUND ADMINISTRATOR or Donna Senecal] promptly so that your background check can be completed prior to your first day of work.]

A Form I-9 with instructions is enclosed. If you accept this offer, you can complete and return Section 1 to us at any time prior to your starting work, but in any event not later than your start date. You also can make an appointment with Donna Senecal prior to starting work to present required proof of your eligibility to work in the U.S. This will facilitate pre-employment contingency clearances.

If you accept this offer, please sign and date your acceptance below, then return it to Donna Senecal. If you do not accept this offer, please sign and date the second statement below, then return it to Donna Senecal.

We sincerely hope that you will be joining the First Presbyterian Church of Conroe soon! If I can help you in any way, please don't hesitate to let me know.

Sincerely,


Rev. Dr. David H. Green
Senior Pastor and Head of Staff
936-756-8884


Enclosure(s): [*Notice Regarding Background Investigations*, *Confidential Information Form & Consent,*] *Form I-9*

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*I have read and accept this offer of employment, including the contingencies and limitations indicated above. My completed pre-employment information is attached.*

_____                    _____
*Signature*                                                          *Date*

**OR**

*I have read and **do not** accept this offer of employment; therefore, I am not returning the pre-employment information.*

_____                    _____
*Signature*                                                          *Date*

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