

INTENT TO HIRE LETTER

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip]

Dear **[Employee Name]**;

The McKenzie County Public School District #1 is pleased to offer you the position of **[Title]** beginning **[Date]**. Your compensation will be **[\$]** per hour, payable [weekly, biweekly, monthly]. Your regular hours are **[Depending on position]**.

The School District offers the following benefits:

1. **[Medical, life, disability, dental, vision insurance, etc.]**
2. **[Cafeteria Plan, 403b annuity, etc.]**
3. **[Sick, personal, funeral leave; vacation, etc.]**

We will provide more detailed information regarding your benefits and appropriate enrollment forms once you begin work.

This position is considered "at will." This means that either you or the District may terminate your employment at any time, with or without cause.

To accept this offer of employment, you are required to respond on or before **[date]**.

Thank you for your interest in employment with the school district. I look forward to hearing from you soon. Please feel free to contact me with any questions.

Sincerely,

[Name]

[Title]

[Phone, email]

For Recipient to Complete:

I have received the McKenzie County Public School District #1 offer of employment for the position of _____ and choose to:

Accept the offer

Reject the offer

Signature

Date

Return this form to [Name, Title, Address, City, State, Zip] by [Date]. Failure to return this form by the deadline may result in the position being offered to another applicant.

McKenzie County Public School District #1 Exhibit DBAA-E2