

Dear [Employee Name],

We are pleased to offer you the full-time position of [Job Title] at [Business Name] with a start date of [Start Date] contingent upon a successful background check, DMV driving history, and I-9 completion. You will be reporting to [Employer Name]. We believe your skills and experience are an excellent match for our company.

In this role, you will be required to:

- Install, service, and maintain of commercial and residential locks
- Drive to locations in efficient and timely manner
- Assist with lockouts using vehicle entry tools
- On-call services according to predetermined schedule
- Accurately track time sheets, service call tickets, and inventory items

Apprentices may be asked to perform additional duties and therefore this list is subject to adjustment at the request of management.

Hours of operation are generally 8-5 weekdays but the actual hours may vary dependent upon calls and appointments, and some Saturdays.

The weekly starting wage for this position while in training is [\$Amount] per hour ([Amount] per week to be paid on a bi-weekly basis by direct deposit) pre-tax. After the initial training period, and once individually piloting a work vehicle, the wage will increase to [\$Amount] per hour (or [Amount] per week paid on a bi-weekly basis by direct deposit) pre-tax.

In addition, you will be paid [%Amount] of labor/service sales during after-hours calls (between 5:00pm and 8:00am), and [%Amount] of product sales during the same.

Your employment with [Business Name] will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definitive period of time.

Please confirm your acceptance of this offer by signing and returning this letter as soon as possible, but no later than [Date].

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,
[Employer Name]
Owner/Managing Member

Employee Signature: _____ Date: _____
Employee Signature: _____ Date: _____