



MM/DD/YYYY

Candidate First and Last Name  
Candidate Address  
City, State, Zip

Dear [**Candidate Name**],

We are excited to extend to you an offer for the position of caregiver at [**name of AFH**]. This position can be tailored to either a full-time or part-time schedule, depending on your availability and preferences.

Your anticipated start date is set for [**start date**], contingent upon the successful completion of a background check, verification of your I-9 form, and any other necessary employment documentation that may be required.

We are confident that your skills and experience make you an ideal fit for our team, and we look forward to the positive impact you will have on the lives of the individuals in our care. In this role, you will be required to [**briefly mention relevant job duties and responsibilities**].

Your initial hourly wage will be set at [**rate of pay**] per hour. This rate reflects the company's recognition of your skills and experience, and we believe it is a fair compensation for your contributions.

After a period of three months of employment, there will be an evaluation of your performance. If your work during this probationary period meets or exceeds our expectations, you will be eligible for an increase in your hourly wage by [**amount of increase**], resulting in a new total of [**new rate of pay after increase**] per hour. This review process is designed to ensure that you receive compensation that aligns with your contributions to the team.

As an employee of [**name of AFH**], you will be eligible for our comprehensive benefits program, which is designed to support your well-being and work-life balance. This program includes medical insurance options that cover various healthcare needs, paid vacation time to encourage a healthy work-life balance, and additional benefits such as retirement plans, life insurance, and employee assistance programs. More detailed information about these benefits will be provided in the employee handbook and during your orientation, where we will go over everything you need to know to take full advantage of what we offer.

It is important to note that your employment with the company is based on an at-will arrangement. This means that either you or the company may initiate the termination of employment at any time, with or without cause, and without prior notice. This flexibility allows both parties to maintain the ability to make the best decisions regarding employment as circumstances evolve.

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

Sincerely,  
[Your Signature]

[Your Printed Name]  
[Your Job Title]

Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Date: \_\_\_\_\_