



DATE

Dear _____,

Welcome to Riverview Health. We are pleased to extend an offer of employment. This letter will summarize significant points relating to your potential employment.

Title:

Employment Status:

Work Schedule:

Report To/Department:

Start Date:

New Employee Orientation:

Wage:

Benefit Eligibility:

Benefits will become effective the first day of the month after 30 days of employment, provided you have completed and submitted the required enrollment paperwork to Human Resources with 14 calendar days from date of hire.

PTO Accrual:

Accrual rate is ____ per hours worked, ____ hours per year or ____ days. PTO may not be utilized during your first 90 days.

Discretionary Bonus Eligibility:

This offer of employment is conditioned on: (1) the results of a pre-employment physical examination, which includes a test for the presence of drugs; (2) you providing appropriate documentation to prove identity and eligibility to work in the United States, as required by the Immigration and Reform Act of 1986; (3) our review and investigation of the information contained on any criminal history reports that we obtain about you and (4) positive reference checks.

This letter is not to be construed as an employment contract. Your employment with Riverview Health would be at-will, which means that either party may terminate the relationship at any time, with or without cause or notice. Riverview Health may change any conditions of your employment, including those identified in this letter, when such changes are in the best interest of our patients, are dictated by good management practices, are occasioned by new procedures or techniques, or otherwise are determined to be in the best interests of Riverview Health. Should you have any questions about the above summary, please contact Human Resources at 317-776-7455.

Congratulations and welcome to Riverview Health!

Sincerely,

Recruiter Name

Title

395 Westfield Road
Noblesville, IN 46060

317.776.7455

317.776.7472 fax

RIVERVIEW.ORG