

Maplewood Parks & Recreation Department

Official Offer of Employment

[Date]

[Candidate Full Name]

[Address Line 1]

[City, State, ZIP]

Dear [Candidate First Name],

We are pleased to offer you the position of **[Job Title]** with the Maplewood Parks & Recreation Department, subject to the conditions outlined in this letter.

Item	Details
Position Title	[Job Title]
Department	[Department Name]
Supervisor	[Supervisor Name and Title]
Employment Type	[Full-Time / Part-Time / Seasonal]
Start Date	[Proposed Start Date]
Compensation	[\$ per hour / \$ annual salary]
Pay Schedule	Bi-weekly (every other Friday)
Work Schedule	[Days and hours, e.g., Mon–Fri, 8 AM–5 PM]
Benefits Eligibility	[Eligible / Not eligible — see Employee Handbook]

This offer is contingent upon:

- Successful completion of a background check
- Verification of eligibility to work in the United States (Form I-9)
- A pre-employment drug screening (if applicable to this role)
- Approval by the City of Maplewood Human Resources Office

This offer does not constitute a contract of employment. Employment with the City of Maplewood is at-will. Please sign and return this letter by **[Response Deadline]**. If you have questions, contact HR at hr@maplewood.gov or (555) 867-5309.

Sincerely,

[HR Director Name]

Director of Human Resources

ACCEPTANCE

I accept the offer of employment as described above.

Signature: _____ Date: _____

Printed Name: _____

Maplewood Parks & Recreation Department | 250 Park Drive, Maplewood | hr@maplewood.gov | (555) 867-5309