

Offer Letter for Non-Profit Organizations

Manuela Hanson

Director of Operations

Hope and Change Foundation

123 Unity Blvd

Compassion City, CA 90210

Email: manuela.hanson@hopechange.org

Phone: (555) 123-4567

[Date]

Kristin Terry

[Recipient's Address]

Harmony Hills, CA 90211

Dear Kristin Terry,

On behalf of Hope and Change Foundation, I am thrilled to extend this offer to you for the position of Community Outreach Coordinator. Your passion for social change, along with your impressive background in community engagement, aligns perfectly with our mission to make a lasting impact in the communities we serve.

Position: Community Outreach Coordinator

Start Date: [Start Date, e.g., April 15, 2024]

Salary: [Annual Salary, e.g., \$45,000], payable bi-weekly, with the first payment to be made after 30 days of successful employment.

Benefits: Include health, dental, and vision insurance, which will be available after 60 days of employment. You will also be eligible for our organization's retirement savings plan after six months.

Hours: This is a full-time position requiring approximately 40 hours per week. You may

be required to work some evenings and weekends, depending on program needs.
Location: The position is based at our headquarters in Compassion City, CA, with occasional travel to our program sites.

Your role will involve developing and implementing community outreach programs, building relationships with community leaders and partners, and promoting the organization's goals and initiatives. You will play a key role in our efforts to expand our impact and foster a culture of compassion and support within the communities we serve.

By accepting this offer, you confirm that you are able to fulfill the requirements of the role and adhere to the policies and values of Hope and Change Foundation. Please note that this offer is contingent upon the completion of a background check and reference verification to the satisfaction of the Foundation.

We would appreciate receiving your signed acceptance of this offer by [Acceptance Deadline, e.g., March 22, 2024]. Please sign and return this letter as a formal acceptance of the offer. Feel free to contact me directly if you have any questions or need further clarification.

Kristin, we are excited about the possibility of you joining our team. Together, we will continue to make a difference in the lives of those we serve. We believe your skills and dedication will be invaluable to our organization, and we look forward to welcoming you to the Hope and Change Foundation.

Warm regards,

[Signature]

Manuela Hanson
Director of Operations
Hope and Change Foundation