

**INTENT TO HIRE LETTER****[Date]****[Employee Name]****[Employee Address]****[City, State, Zip]**Dear **[Employee Name]**;

The Yellowstone School District is pleased to offer you the position of **[Title]** beginning **[Date]**. Your compensation will be **[\$]** per hour, payable biweekly. Your regular hours are **[Monday through Friday, 8:00 a.m. to 4:00 p.m.]**.

The School District offers the following benefits:

1. **[Medical, life, disability, dental, vision insurance, etc.]**
2. **[Cafeteria Plan, 403b annuity, etc.]**
3. **[Sick, personal, funeral leave; vacation, etc.]**

We will provide more detailed information regarding your benefits and appropriate enrollment forms once you begin work.

This position is considered "at will." This means that either you or the District may terminate your employment at any time, with or without cause.

To accept this offer of employment, you are required to respond on or before **[date]**.

Thank you for your interest in employment with the school district. I look forward to hearing from you soon. Please feel free to contact me with any questions.

Sincerely,

**[Name]****[Title]****[Phone, email]**

**For Recipient to Complete:**

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I have received the Yellowstone school district's offer of employment for the position of \_\_\_\_\_ and choose to:

Accept the offer

Reject the offer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Return this form to Melissa Elletson, Business Manager, 301 2<sup>nd</sup> Street S, Fairview, MT, 59221 by [Date]. Failure to return this form by the deadline may result in the position being offered to another applicant.**

End of Yellowstone Exhibit DBAA-E2

Reviewed: 9/18/2023