

Part Time (Hourly) Employment Offer Letter
Ivy Lane Corporation

Date: _____

Dear: _____,

Email: _____

Social Security Number: _____

Date of Birth: _____

On behalf of Ivy Lane Corporation GR-_____ I am pleased to present this offer of part-time employment to you for the position of _____. This letter will outline the details of your proposed employment.

Your first days of work will be determined at a later date based on pre-employment background check process. Your compensation will begin at \$_____ per hour. Compensation will be earned and paid on a bi-weekly basis.

This offer of employment is **contingent** upon satisfactory results of your pre-employment background check.

You will receive an e-mail from Universal Background Screening asking you to complete the consent and disclosure for your background check. Please complete this **48 hours** after receiving.

To officially accept this offer, please sign one copy of this letter and provide your email address above. (Please make sure the email address is legible.)

Employment with Ivy Lane Corporation is at will and the contents of this letter should not be construed as a contract. We are looking forward to working with you and feel this will be a mutually rewarding relationship.

_____ **Please initial to verify that you are at least 18 years of age.**

Signatures:

Accepted by Name

Date

Accepted by Signature

Service Center Manager Name

Date

Service Center Manager Signature

**Service Center Manager's – fax this completed document to 773-326-1660
for processing**