

Department Letterhead

Date

SAMPLE EMPLOYMENT LETTER

Mr.
Address
City/Province

Dear First Name:

This letter is to confirm your employment as a Church Starting Regional Advocate in the Greater Toronto Area.

Your salary for 2009 will be \$ _____ monthly. A cheque will be sent to _____ in this amount (after US dollar conversion) for processing of your payroll check. Deductions for taxes, CPP, EI for the employee and for the employer's contributions will be deducted from the amount of the original cheque.

The monthly amount will be reviewed at the end of 2009 and may be adjusted for the following year. As a church planter, you should be aware that the CNBC encourages all new churches to become self-sufficient by the end of three years.

We are currently planning your first cheque to be issued effective _____.

We look forward to the positive contributions we believe you will make as a church starting regional advocate and will continue to pray for you, your family and your ministry. I look forward to being of assistance to you in any way possible; please feel free to contact me as needed.

Sincerely,

Payment Periods: Third Friday of each month, cheque is issued at the CNBC and mailed to the above named organization for payroll processing.