

# CITY OF WILLARD, MISSOURI

224 W. Jackson Street P.O. Box 187 Willard, MO 65781 417-742-3033 417-742-3080 Fax



## CITY OF WILLARD SEASONAL EMPLOYMENT OFFER LETTER

[Date]

[Employee Name]

[Employee Address]

[City, State, ZIP]

### Subject: Seasonal Employment Offer

Dear [Employee Name],

We are pleased to offer you a seasonal employment position with the City of Willard as a **[Job Title]** in the **[Department Name]**. This position is temporary and is offered under the terms outlined below:

### Position Details

- **Start Date:** [Start Date]
- **End Date:** [End Date or Duration]
- **Work Schedule:** [Days/Hours per week]
- **Hourly Wage/Salary:** [\$XX.XX per hour]
- **Supervisor:** [Supervisor Name]

### Employment Conditions

1. Your employment is strictly **seasonal** and will automatically conclude on the specified end date unless otherwise extended in writing.
2. Seasonal employees serve **at-will** and may be terminated at any time with or without notice, cause, or hearing.
3. As a seasonal employee, you are **not eligible** for benefits available to regular full-time employees.
4. You are required to comply with all City policies and procedures, including workplace conduct and safety regulations.
5. Reappointment for future seasonal employment is not guaranteed; you must reapply if interested in returning for a future season.

### Acknowledgment and Acceptance

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Please review this offer carefully. If you accept the terms of this seasonal employment, sign and return this letter by **[Acceptance Deadline Date]**.

We look forward to having you as part of our team and appreciate your contribution to the City of Willard.

Sincerely,  
[Your Name]  
[Your Title]  
City of Willard

## Employee Acknowledgment and Acceptance:

I, **[Employee Name]**, acknowledge and accept the terms outlined in this seasonal employment offer. I understand that my employment is temporary, at-will, and subject to the conditions stated above.

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_