

Ch 10: Sample Offer Letter (Receptionist)

[Your Law Firm's Name]

[Date]

[Candidate's Full Name])

[Candidate's Address) City, State, ZIP Code]

Dear [Candidate's Full Name]

We are pleased to extend our official offer of employment for the position of Receptionist at [Your Law Firm's Name]). After careful consideration of your qualifications, experience, and interview performance, we believe you are an excellent fit for our team.

Position: Receptionist

Start Date: [Proposed Start Date]

Probationary Period: The initial three months of employment shall constitute a probationary period.

Job Duties and Responsibilities

As our Receptionist, your primary responsibilities will include, but are not limited to: Welcoming clients, visitors, and staff with professionalism and courtesy.

- Managing incoming phone calls and inquiries efficiently and directing them to the appropriate individuals
- Assisting with administrative tasks, such as scheduling appointments, managing office supplies, and maintaining a tidy reception area.
- Providing exceptional customer service to ensure a positive client experience.

Terms of Employment:

-Compensation: Your starting salary will be [Annual Salary]), which will be paid on a [Frequency. eg bi-weekly basis].

Work Schedule: You will be expected to work [Hours per Week]) hours per week, with a typical schedule from [Start Time]) to [End Time]), Monday through Friday.

-Paid Time Off (PTO): You will be entitled to [Number] days of paid time off (PTO) per year, which can be used for vacation, personal days, or sick leave

Performance Reviews: Your performance will be reviewed on a [Frequency, eg, quarterly]

Probationary Period:

During the initial three-month probationary period, you will have the opportunity to acclimate to your role and the firm. At the end of this period, we will conduct a performance review to assess your fit within the organization.

Acceptance Deadline

We kindly request that you confirm your acceptance of this offer no later than [Acceptance Deadline, eg. two weeks from the date of this letter]).

Please provide your acceptance in writing by signing and returning this offer letter.

We are excited to welcome you to our team and look forward to your contributions to [Your Law Firm's Name]). If you have any questions or require further clarification, please do not hesitate to contact me at [Your Contact Information]).

Once again, congratulations on your selection for this vital role. We are confident that your skills and expertise will make a valuable addition to our firm

Sincerely.

[(Your Name]

[Your Title]

[Your Law Firm's Name])

[Contact Information]

Enclosure: Employer Handbook, if applicable, and any other relevant documents)