

HR Department Toolkit



Generic Employment Offer Letter

with Fill-In Blanks

To: _____

From: _____

Date: _____

Re: Job Offer - _____ Position

First, I will tell you _____ how excited we are to have you join our team of tanning professionals. Your interpersonal skills, maturity and work experience gives us our belief that you will be an excellent asset for us and _____ tanning.

Job Description:

See attached

Hours:

Approximately 35-40 hours per week in varied shifts and days including some weekends. (Whenever possible I will schedule you two consecutive days off a week to provide you "down time").

Details of the offer:

Beginning base compensation of \$ _____ per hour during a _____ day "training and orientation period. At or about _____ days of your employment we will review your performances and make the determination if you will move on to a higher sales Associate level at \$ _____ per hour. However, if we determine that you are ready to assume the _____ position with even greater responsibilities I will immediately raise you to \$ _____ per hour.

Incentive compensations:

All Associates get paid commissions on the sale of lotion products and I would estimate that someone of your background and inter-personal skills should be able to earn an additional \$ _____ per month.

Also, we pay a one-time fee for all tanning memberships sold of \$ _____. These fees range from \$ _____ to \$ _____ depending on the level and duration of membership sold.

Training:

You will be training with _____ for basic tanning industry knowledge and specifically for the _____ tanning methods of increasing revenues and maintaining good customer loyalties.

My goal has been and will always be to be the best at what we do and to grow the business and the staff to provide for myself and them a better work environment and compensation. I have great expectations for you _____ and I am happy to have to on our team.

What I will be observing of your performance:

- Relationship building with clients
- Progress at up-selling clients. The key measurement tool with that goal is the Dollars Per Tan (Transaction) average you grow or maintain. We'll start you off at a modest

goal of \$ _____ per tan average. At this time our overall salon average is \$ _____.
By the _____ day date for review we should see you at or exceeding the \$ _____
level.

- I will also be observing how you relate to the other employees and how well you build relationships with them. They must feel that you are an open person to approach and that they can trust you.

Sales production and your relationship with our other employees are the keys to what we can offer you _____ days from now. I want you to be successful at this so please ask everyone questions - especially me. Welcome again _____.

Sincerely,

(Your Name)