

Mr.
3009 Maple Avenue
Anytown, PA 166xx

Dear Maam or Sir,

We're delighted to extend this offer of employment for the position of Part-Time Bus Operator with AMTRAN. Please review this summary of terms and conditions for your anticipated employment with us.

If you accept this offer, your start date will be _____, or another mutually agreed upon date and you would report to _____ (**Director of _____**).

Please find attached the terms and conditions of your employment, should you accept this offer letter. We would like to have your response by _____. If you elect to officially accept this offer, please sign and date the Terms of Employment section on the next page and return to us. In the meantime, please feel free to contact me or _____ via phone at _____, if you have any questions.

We are all looking forward to having you on our team.

Best regards,

Terms of Employment

Name: John Ciccarella

Position/Status: PT Bus Operator

Projected Start Date: April 30th, 2018 (Monday)

Probationary Period: 90-days

Work Schedule: Monday-Friday (occasional Saturday) 8:00 am – 4:30 pm through Training Period (approximately 6 weeks), as assigned based on run bids after Training Period

Wage Rate:

First 6 months	\$19.56
7th month - 12th month	\$20.78
13th month-18th month	\$22.00
19th month-24th month	\$23.23
Thereafter	\$24.45

Benefits: \$150 Uniform Allowance after one-year of employment; Safety Day - ½ personal day (4 hours) paid after one calendar year without chargeable accident

Performance Review: annually (typically in May)

By my signature, I express that I have read, understand, and accept the Terms of Employment as stated above for the offered position from AMTRAN

Signature

Date

Printed Name