



Delegate Employment Notification

Date: _____

Memo To: _____

From: _____

Subject: _____

This is to notify you of your appointment to the position of _____

at _____

Effective _____

This position is classified as:

- Full-Time
 Part-Time
 AND will be:
 Seasonal
 Full-Year

The position will be funded by: _____

The salary will be based on \$ _____ per hour.

There is a customary _____

week probationary period at the end of which time a performance evaluation will be submitted.