**Offer Letter for the Senior Pastor Example**

Dear \_\_\_\_\_\_\_,

We are pleased to offer you the position of Senior Pastor of \_\_\_\_\_\_\_Church. Your annual salary will be $\_\_\_\_\_\_. If accepted, the effective date of your employment will be August 27, 20\_\_.

The Immigration Reform and Control Act requires us to verify new employees’ identity and authorization to work in the United States (I-9). Listed on the Form I-9 you will find the documents that are acceptable. These must be unexpired. Please bring these documents with you on your first day of employment

Your benefits and related reimbursable expenses are outlined per Attachment A and B.

Please indicate your acceptance of our offer by signing the original letter enclosed and returning it to \_\_\_\_\_\_\_.

We are thrilled that God has brought you to us. We look forward to working with you and experiencing the many ways that God is going to work through you. If you should have any questions, please feel free to contact me.

Serving Him Together,

Pastor Search Committee Chairman

ACCEPTED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_