<<Date>>

**Name of church**

<<Address line 1>>

<<Address line 2>>

<<City State Postcode>>

<<Name>>

<<Title>>

<<Address line 1>>

<<Address line 2>>

<<City State Postcode>>

To Whom It May Concern

Re: CONFIRMATION OF EMPLOYMENT

This letter is to confirm that INSERT NAME has been offered a fulltime role as Pastor with the X Church of Christ, to commence employment in DATE YEAR. INSERT NAME’s starting salary will be $x p.a., which is to be split 50%-50% between a PAYG and a ministers exempt benefit component.

If you require any further information, please don’t hesitate to contact me on (07) phone, or email@email.com.

Yours Sincerely,

**Name**

**On behalf of the leadership of X Church of Christ**