

Sample New Hire Offer Letter

Dear _____,

Welcome to our practice. We are excited to have you join our team and look forward to working with you.

Your full-time employment with us as a Dental Assistant will begin Monday, April 14, 20xx. Your starting salary will be \$12.50 per hour. You will generally be working 7:30 a.m. to 5:00 p.m., Monday through Thursday. Fridays are reserved for necessary staff training and patients with special needs.

As we spoke of earlier, the first 90 days of your employment will be considered an introductory period after which you will be considered a regular employee. This introductory period will be used to provide training in the following skills which are necessary to complete your job responsibilities.

Specific training will be provided to teach:

- fabrication of indirect provisionals
- utilization of the intra-oral camera
- use of office computer software for charting and scheduling
- utilization of digital radiography

This individualized training will be incorporated into your regular training schedule that will teach you the policies and procedures of our office.

You and I will meet periodically during your introductory period to monitor your training progress and to answer questions. As stated in our Staff Policy Manual, plan for a formal review of your progress on Monday, July 14, 200x and every six months afterward.

Growth Conferences to discuss your salary, again, according to our Staff Policy Manual, will be scheduled annually on your employment anniversary date. Your next Growth Conference is scheduled for Wednesday, April 14, 2004.

Upon the completion of your introductory period and becoming a regular employee you will be eligible for the following fringe benefits:

- Paid Holidays as listed in our Staff Policy Manual
- Paid vacation determined by length of service and listed in our Staff Policy Manual
- Well Days
- All dental services provided by this office without charge
- Paid continuing education

In future years you will be eligible for additional fringe benefits such as medical reimbursement and participation in our profit-sharing plan. These are all described in our Staff Policy Manual for you to review.

Your official uniform is surgical scrubs and the clinical staff will describe the color coordination as I could never figure it out and just wear the same color every day.

Once again let me convey how happy I am to have you join our staff. It is my intention to make your time here productive and professionally rewarding. Although we will meet at regular intervals, please don't think twice about stopping to ask me a question.

Welcome aboard!

Larry M. Guzzardo, Inc.

Dental Practice Management & Marketing Excellence

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