



3900 Clark Road Suite B5, Sarasota, FL 34233
941.366.0801 | www.rightaccordhealth.com

Dear

Welcome to the Right Accord family. We are delighted you have decided to join our caregiving staff and help the elderly remain independent in their own homes for as long as possible.

We are pleased to extend you a conditional offer of employment as Home Health Aid/Certified Nursing Assistant, with Right Accord Private Duty-Home Health Care, LLC. As explained during the interview there are several phases of the employment process including but not limited to a:

- Comprehensive Reference/Background Check
- Criminal and/or Consumer Background Checks
- Driver License Check
- Drug Test

If you still have materials that you are gathering as a condition of your employment, please note that we cannot assign you to a client until we have all the necessary forms.

This conditional offer of employment is contingent upon your successful completion of all phases of the employment process, including a probationary period of 90 calendar days from date of hire. Once you have successfully completed all phases of this process, we can confirm your employment with Right Accord.

This is a Part-time position which you can work up to forty hours. Should you choose to accept this position, your hire date will be _____ and your actual employment start date will be your first assignment date.

Your compensation will be \$_____ per hour with the proper deductions made for all required withholdings. Our company payroll runs on a weekly basis, (bi-weekly for office personnel), our work week starts on Sunday and ends on Saturday, with a check date of Friday. After work week if your hours match a full-time employee status, you are eligible for Company benefits (401K), accidental death & dismemberment insurance after your probationary period is

completed, and you have been employed for a minimum of one year as outlined in the Employee Handbook.

The state of Florida is an at-will state, meaning either you or the Company may terminate the employment relationship at any time with or without notice or cause, for any reason.

Upon your acceptance of this offer, please sign and date where indicated below and return either in person or via fax/email. If you have any questions, please feel free to contact this office.

I have read, understand and hereby accept the terms and conditions of this offer of employment subject to the terms and conditions listed above.

Right Accord Representative

Applicant Signature

Date