



City of Denton
Human Resources Department
601 E. Hickory Street, Suite A
Denton, Texas 76205

T: (940) 349-8340

F: (940) 349-7803

1/2/2022

Megan Thomas
XXXXX
XXXXX

Dear Megan:

I am pleased to confirm our offer of employment and to welcome you to your position as Recreation Supervisor - Denton Senior Center in the Parks & Recreation Department with the City of Denton. Your anticipated start date will be 1/31/2022. Your new position is a regular Full-Time position and your starting annual salary will be \$XXXXX. The City of Denton's pay periods are every other Friday. Your new position is classified as exempt from the overtime provisions of the Fair Labor Standards Act. Your next review date will be 7/31/2022.

This offer of employment is valid only if you meet the following conditions:

- **Successfully pass a Criminal History Background Check. Select IH45ep: Employee Package**
If a background check is required in the conditions above, [click here](#) to initiate this process. This link will take you to the CastleBranch website, read and follow the instructions carefully. After you click the Place Order button, you will need to select the correct package as noted in the conditions above. If a driver's license is required, you must agree to a review of your driving record. If you possess an out-of-state driver's license, you must get a Texas driver's license within 30 days of hire as required by state law.

Please note that the contents of this letter do not constitute the terms of a contract of employment and should not be construed as a guarantee of continued employment with the City of Denton. Employment with the City of Denton is on an at-will basis. This means that either party can terminate the employment relationship at any time for any reason not expressly prohibited by state or federal law.

Again, I want to welcome you to your new position and career opportunity with the City of Denton. We are proud to have you join our team, and I am confident that your skills and abilities will contribute to our goal of "Dedicated to Quality Service" for our citizens. Please don't hesitate to contact me if you have a question.

Sincerely,

Laura Behrens, Caroline Seward
(940) 349-8844, (940) 349-8802
laura.behrens@cityofdenton.com, caroline.seward@cityofdenton.com
Parks & Recreation Department, City of Denton

Req #: 17-00335 **HBU:** P&R LS-Senior Center (401150) **Position Title:** Recreation Supervisor -
Denton Senior Center