

Agreement to Terms

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Title]

[Social Services Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the role of [Job Title] at [Social Services Agency Name], as discussed on [Date of Discussion]. I understand the terms of my employment as follows:

- **Position:** [Job Title]
- **Start Date:** [Start Date]
- **Salary:** [Salary Amount]
- **Work Hours:** [Work Hours]
- **Benefits:** [Details of Benefits]

I agree to adhere to the policies and procedures set forth by [Social Services Agency Name]. I understand the responsibilities of my role and agree to fulfill them to the best of my ability.

Please sign and return a copy of this letter to indicate your acceptance of the terms outlined above.

Sincerely,

[Your Signature]

[Your Typed Name]

Agreed and Accepted by:

[Recipient's Signature]

[Recipient's Typed Name]

[Date]