



City and Borough of Sitka

Coast Guard City, USA

Human Resources

100 Lincoln Street • Sitka, Alaska 99835

Phone: (907) 747-1816 email: hr@cityofsitka.org fax: (907) 747-1846

July 30, 2020

Melissa Haley

Sent via email melissa.haley@cityofsitka.org

RE: Offer letter for position of Finance Director

Dear Melissa,

On behalf of the City and Borough of Sitka, Alaska, I am pleased to make the following offer of employment to you for the position of Finance Director.

Starting Salary:	\$132,641.60 per year, paid in bi-weekly payments (Grade 41, Step H), full-time, benefitted.
Annual Leave Accrual	Continues at the current rate.
Other Benefits	Benefits continue with no modifications.
Starting Date	To be determined, proposed for September 1, 2020.

This offer is effective until 5:00 pm Alaska time August 7, 2020. Please acknowledge your acceptance or rejection of this offer by email or in writing. If you need more time to consider the offer, please contact me before the deadline.

Congratulations Melissa. Thank you for your continued service to the City and Borough of Sitka and its citizens.

Sincerely,

John Leach
Municipal Administrator

Cc: Human Resources