



City and Borough of Sitka

Human Resources

100 Lincoln Street • Sitka, Alaska 99835

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

Coast Guard City, USA

September 4, 2020

Mr. Craig Warren

Sent via email: craig.warren@cityofsitka.org

RE: Offer letter for position of Fire Chief

Dear Craig,

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 Fire Chief:

Starting Salary:	\$103,916.80 per year, paid in bi-weekly payments (Grade 37, Step F), full-time, benefitted.
Annual Leave Accrual	Based on time in service as described in the City and Borough of Sitka Personnel Policies Handbook.
Other Benefits	As described in the City and Borough of Sitka Personnel Policies Handbook.
Starting Date	To be determined, proposed for October 1 st , 2020.

This offer is effective until 5:00 pm Alaska time September 11th, 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, Craig! Thank you for your continued service to the City and Borough of Sitka and its citizens.

Sincerely,

John Leach
Municipal Administrator

Cc: Human Resources