

## **Required information in a Promise of Employment letter**

A Promise of Employment must include:

- The physical (street) address where the minor will be working (unless included on the company letterhead).
- Hourly wage as a dollar amount at or above current minimum wage.
- The specific job(s) or task(s) to be performed (no vague terms such as 'cleaning').
- Maximum number of hours per week (as a number) the minor could be asked to work.
- Name, contact information and signature of an authorized company official/manager.

