



ClubCareers

INTERIM MANGER

Sample Agreement Letter

[Date]

Your Name

Address

City/State/Zip

Re: Interim General Manager Agreement Letter

Dear Interim General Manager:

This letter, when signed by both parties, will serve as the final agreement between *(Insert Club Name Here)* and *(Insert Interim Manager Name Here)* for services provided to the club as stipulated by this letter. *(Insert Interim Manager Name Here)* will serve as the Interim Manager for the *(Insert Club Name Here)* for a temporary period, beginning *(Insert Date)* for a minimum period of 60 days *(example)*. Extensions may be made to the original agreement if both parties initial and date the agreement with said changes.

Duties:

(List duties)

Time Requirements:

Generally time required is 50 hours per week or whatever is required to get the job done. The club will have someone in charge at all times the club is open – either the Interim Manager or someone who is responsible and with the knowledge of club operations.

Compensation:

(List compensation completely including benefits)

(Insert Interim Manager's Name) to serve as independent contractor and is responsible for all taxes and insurance.

Agreed _____ Interim Manager

Agreed _____ President