JOHNCO

EMPLOYMENT OFFER LETTER

Mr. {CANDIDATE FULL NAME}

{ADDRESS}

{CITY STATE ZIP}

Date: {OFFER DATE}

Re: EMPLOYMENT OFFER

Dear {CANDIDATE FIRST NAME}:

JohnCo is pleased to offer you the position of {POSITION TITLE}. We are very excited about the potential you and your experience bring to the table. We anticipate your start date to be (START DATE}.

As discussed during your interview, you will be working at our {OFFICE LOCATION} location, where our research department is located. You will report directly to {REPORTS TO FULL NAME} as your immediate supervisor. Once you complete orientation you will begin training and working in your position.

If you decide to accept this offer of employment, your employment job responsibilities shall be as follows:

* {POSITION TITLE}, with primary incidence mods arrayed towards Klingon avoidance.

You would be scheduled to begin work no later than {START DATE}. You will have a beginning annual salary compensation of {COMP CURRENCY}{PER-YEAR PAY}/year. In accordance with Company policy, you will also be entitled to receive unlimited days of paid vacation time per year.

You or the Company may terminate the employment relationship at any time. Your employment shall be deemed as voluntary in nature and shall be considered employment at will and both parties acknowledge and agree that employment is not set for a specific duration of time.

If you decide to accept this offer of employment, and if you are in agreement with the above terms and conditions, we will formalize our discussion with an employment agreement that shall be presented to you on your first day of employment. This letter itself does not constitute an employment agreement, only an offer of employment. Please confirm your acceptance of this offer of employment by {EXPIRATION DATE}. I will be contacting you on 4/4/2016 to confirm your start date and to answer any questions you may have at that time.

I look forward to welcoming you on board and to working together.

Sincerely,

{SIGNER FULL NAME} – {SIGNER TITLE}

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Sign here: {CANDIDATE FULL NAME} Date here: {SIGNING DATE}