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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_

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Dear Sir or Madam:

I am pleased to accept your offer, delivered on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_, in which an employment position was extended to me as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Position].

The responsibilities of the job are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I will report directly to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Full Name] as my immediate supervisor.

I understand the official start date is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_, and I will contact you within the next \_\_\_\_\_ [days] to confirm this.

I understand that my beginning rate of compensation will be: (Check one)

☐Annual: an annual salary of $\_\_\_\_\_\_\_\_ paid (Check one) ☐ Weekly ☐ Bi-weekly ☐ Monthly

(Check if applicable) ☐ In addition, I will also be paid a commission based on

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This commission will be paid in accordance with  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Company Name] policies, which is subject to company decisions and updates.

☐Fixed wage: $\_\_\_\_\_\_\_\_ per \_\_\_\_\_.

(Check if applicable) ☐ In addition, I will also be paid a commission based on

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This commission will be paid in accordance with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Company Name] policies, which is subject to company decisions and updates.

☐Commission: a commission based on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This commission will be paid in

accordance with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Company Name] policies, which is subject to company decisions and updates.

I am fully aware that the following are the expenses I will be reimbursed in accordance with your policies, which may be modified from time to time: (Check all applicable)

☐ Travel expenses

☐ Meals

☐ Business supplies

☐ Education or training

☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I am also aware that I may choose to participate in the following benefits, if eligible: (Check all applicable)

☐ Health insurance

☐ Pension plan

☐ Life insurance

☐ Disability insurance

☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

As you mentioned, I will be entitled to \_\_\_\_\_ days of paid vacation per year of employment, in accordance with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ paid leave policies, which is subject to company decisions and updates.

I will also be entitled to (Check one) ☐ paid ☐ unpaid sick leave of \_\_\_\_\_ days to be allocated for illness or personal business (Check one) each ☐ calendar year ☐ employment year ☐ other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ in accordance with your sick leave policies, which is subject to company decisions and updates.

I am aware that this offer is contingent upon a successful completion of your background check results.

I understand that my employment with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is at-will.

Please advise if any of the above understanding of the terms and conditions is incorrect. I look forward to joining your team in the near future.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_