

Your Logo Here

DATE

Dear [NAME],

[COMPANY] is delighted to offer you the position of [POSITION] within our organization.

Please review this summary of the terms and conditions of your offer. If you accept this offer, your start date will be [START DATE] or another mutually agreed upon date.

The Position

Your title within our company will be [JOB TITLE] and you will report directly to [MANAGER'S JOB TITLE]. This is a [EMPLOYMENT TYPE] position that requires approximately [HOURS PER WEEK or WORKING SCHEDULE].

Compensation

Your starting salary will be paid at the rate of [ANNUAL SALARY] per year or [HOURLY WAGE] per hour, payable in accordance with our payroll schedule starting on [START DATE]. Your first paycheck will be on [FIRST PAY DATE].

Bonus or Commission Potential

In addition to your salary, you will be eligible for an incentive bonus of up to [BONUS AMOUNT] per year based on [COMPANY OBJECTIVES OR BONUS STRUCTURE].

Employee Benefits

As a [COMPANY] employee, you will be eligible for a variety of company sponsored benefits. This includes:

[LIST BENEFITS HERE with DETAILS]

Example: Vacation Policy: Starting on [DATE] you will be eligible for [AMOUNT] of paid vacation days per year. Paid off time is in addition to bank holidays and other days the company is closed.

Optional: This offer is conditional upon the completion of a criminal background check, to be completed prior to your first day of employment.

For At-Will States: In accepting our offer of employment, you certify your understanding that your employment will be on an at-will basis, and that neither you nor any [COMPANY] representative have entered into a contract regarding the terms or the duration of your employment. As an at-will employee, you will be free to terminate your employment with [COMPANY] at any time, with or without cause or advance notice. Likewise, [COMPANY] will have the right to reassign you, to change your compensation, or to terminate your employment at any time, with or without cause or advance notice.

Your Logo Here

We look forward to your arrival at our company and are confident that you will play a key role in our company's growth.

Sincerely,

HIRING MANAGER NAME

TITLE

COMPANY

Accepted By:

NAME

Date