

Dear @candidate_name,

On behalf of @company_name, I am pleased to offer you employment with @company_name as a @job_title starting on @starting_date. Please carefully review this document for important details about your compensation, benefits, and terms of your anticipated employment with @company_name.

During your employment, you will be paid an hourly rate of [insert hourly pay rate here]. Your compensation will be paid in regular installments in accordance with the Company's regular payroll process, and subject to applicable tax and other withholdings monthly. As a non-exempt employee, you will be eligible for overtime pay. This position is a part-time position.

As part of your compensation, we're also offering @other_bonus.

As an employee of @company_name you will also be eligible for @other_benefits.

At-will employment

Your position with @company_name is "at will," and thus you or the Company may terminate our employment relationship at any time, with or without cause or advance notice. @company_name reserves the right, in its sole discretion, to change your compensation and/or employee benefits at any time on a prospective basis.

Please confirm your agreement with these terms and accept this offer by signing this agreement on or before [offer deadline date].

We look forward to working together! Please don't hesitate to reach out to @contact_details in the meantime.

Sincerely,

@report_manager

@date

I hereby agree to and accept employment with the Company on the terms and conditions set forth in this offer letter.

@candidate_name

Date:

Signature: