

Dear @candidate_name,

On behalf of @company_name, I am pleased to offer you employment with @candidate_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 a salaried rate of @salary. 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 an exempt employee, you will not be eligible for any overtime pay. This position is a full-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: