

Dear @candidate\_fullName,

On behalf of @company\_name, I am pleased to offer you employment with @company\_name as a @title\_name starting on [proposed start 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 [insert salary amount 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. 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 [describe bonus details, commission structure, stock options and compensation committee rules here].

As an employee of @company\_name you will also be eligible for [list certain benefits and insurance options].

### **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 [insert HR point of contact] in the meantime.

Sincerely,

[Hiring Manager Name]

[Title / Date]

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

@candidate\_fullName

Date:

Signature: