



HR document Sample:

Employee Offer Letter-

Dear [Employee Name],

We are delighted to offer you the position of [Job Title] with [Company Name]. This offer is subject to your satisfactory completion of a background check and drug screening.

Your start date will be [Start Date], and your salary will be [Salary], paid bi-weekly. You will be eligible for benefits after [Probationary Period] days of employment. These benefits include [List of Benefits, such as health insurance, flexi-time, and paid time off, etc if any].

Your job duties will include [Job Duties]. You will report to [Supervisor Name], and your work schedule will be [Work Schedule].

As an employee of [Company Name], you will be expected to abide by the company's policies and procedures, which are outlined in the employee handbook. You will also be required to sign a confidentiality agreement and a non-compete agreement.

If you accept this offer, please sign and return the enclosed copy of this letter by [Date]. If you have any questions or concerns, please contact me at [Phone Number] or [Email Address]. We look forward to having you join our team.

Sincerely,

[Your Name]

Human Resources Manager

[Company Name]

NDA-

This Non-Disclosure Agreement (the "Agreement") is made on [date] between [Company Name], a [state/country of incorporation] corporation with its principal place of business at [address] ("Disclosing Party"), and [Recipient Name], with an address at [address] ("Receiving Party").

1. Confidential Information: The Disclosing Party may provide the Receiving Party with confidential and proprietary information (the "Confidential Information"), which includes, but is not limited to, trade secrets, business plans, financial information, and customer data.
2. Use of Confidential Information: The Receiving Party agrees to keep the Confidential Information strictly confidential and to use it only for the purpose of evaluating the potential business relationship between the parties.
3. Non-Disclosure: The Receiving Party agrees not to disclose any of the Confidential Information to any third party without the prior written consent of the Disclosing Party. The Receiving Party agrees to take all reasonable steps to prevent the unauthorized disclosure or use of the Confidential Information.
4. Term: This Agreement shall remain in effect for a period of [term] years from the date of execution.
5. Return of Information: Upon written request from the Disclosing Party, the Receiving Party shall promptly return all Confidential Information and any copies thereof.
6. Ownership: The Confidential Information shall remain the property of the Disclosing Party. Nothing contained in this Agreement shall be construed as granting any license or other right to the Receiving Party to use any Confidential Information except as expressly provided in this Agreement.
7. Governing Law: This Agreement shall be governed by and construed in accordance with the laws of [state/country of incorporation], without regard to its conflict of law provisions.
8. Entire Agreement: This Agreement contains the entire understanding of the parties concerning the Confidential Information and supersedes all prior negotiations, understandings, and agreements between the parties.
9. Counterparts: This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

[Company Name]

By: [Authorized Signatory]

[Recipient Name]

By: [Authorized Signatory]