

Date: _____

To: _____

Address: _____

Email: _____

RE: OFFER OF EMPLOYMENT

We are pleased to offer you the position of _____ at our company. This letter outlines the terms of your employment.

Position: _____

Department: _____

Start Date: {{start_date}}

Salary: \$_____ per year

BENEFITS

☐ Health Insurance

☐ Dental Insurance

☐ 401(k) Plan

☐ Paid Time Off

Please sign below to indicate your acceptance of this offer.

EMPLOYEE ACCEPTANCE

Signature: _____

Print Name: _____

Date: _____

COMPANY REPRESENTATIVE

Signature: _____

Print Name: _____

Title: _____

Date: _____