

## Davis Lee

123 Business Rd., Business City 54321 · 555-555-5555 · davis.lee@email.com

September 1, 2018

Bernard Shuman  
123 Main Street  
Anytown, CA 12345

Dear Mr. Shuman,

This is an offer of employment as a customer support specialist at Next Communications. This offer is contingent upon our receipt of your college transcripts to confirm your degree. (Use this sentence to stipulate any other contingencies that you need to state).

In your position as customer support specialist, you will report to Steve Smith, manager of customer support.

In the role of customer support specialist, you will be expected to carry out the duties and responsibilities described in the enclosed job description which is periodically updated to reflect any updated customer service needs.

We are offering you a base salary of \$40,000.00 which will be subject to deductions for taxes and other withholdings as required by law or the policies of the company.

For employment with Next Communications, you are required to sign the enclosed, standard confidentiality agreement which must be signed prior to your start date.

The current, standard comprehensive company benefits package that includes health, life, disability, vision, and dental insurance coverage are offered with this agreement per company policy. Your eligibility for other benefits, including the 401(k), tuition reimbursement, and bonus potential will take place per company policy. The company benefit offerings and employee contribution to pay for benefit plans are determined annually.

As an employee of Next Communications, you will receive nine paid holidays, determined annually by the company. You are eligible to accrue vacation time determined at XX hours per pay period. This is equivalent to two weeks on an annual basis. Vacation time increases per company policy. Personal days are accrued at XX per pay period, according to company policy, and total seven days per year. All employee benefits are subject to periodic company review and can be changed without notice.

You have agreed to start your employment on Tuesday, June 14. Please report to the customer service department where you will begin your onboarding process at 9:00 a.m.

Your employment with Next Communications is at-will and either party can terminate the employment relationship at any time without cause and without notice.

You acknowledge that this employment offer letter, (along with the final form of any enclosed documents), represents the entire agreement between you and Next Communications and that no verbal or written agreements, promises or representations that are not specifically stated in this employment offer letter, are, or will be, binding upon Next Communications.

If you are in agreement with the above employment offer details, please sign below and return this employment offer to the company. This employment offer is in effect for five business days.

**Signatures:**

Davis Lee (For the Company: Signature)

Davis Lee (For the Company: Printed Name)

Date

Bernard Shuman (Candidate's Signature)

Bernard Shuman (Candidate's Printed Name)

Date