# **{{ORG}}**

Offer Letter

**I. Position**

**Job title**

Your title will be Software Developer, and you will report to the {{ORG}}’s Chief Executive Officer.

**Working schedule**

This is a **full-time** position requiring approximately *40* hours per week. Your regular weekly schedule will be *Monday to Friday 09:00-17:00.*

**Employment Relationship**

Employment with the {{ORG}} is for no specific period of time. Your employment with the {{ORG}} will be “at will,” meaning that either you or the {{ORG}} may terminate your employment at any time and for any reason, with or without cause. Any contrary representations that may have been made to you are superseded by this letter agreement. This is the full and complete agreement between you and the {{ORG}} on this term. Although your job duties, title, compensation and benefits, as well as the {{ORG}}’s personnel policies and procedures, may change from time to time, the “at will” nature of your employment may only be changed in an express written agreement signed by you and a duly authorized officer of the {{ORG}} (other than you.)

**II. Cash Compensation**

**Salary**

The {{ORG}} will pay you a starting salary at the rate of ${{MONEY}} {{DATE}}, payable in accordance with the {{ORG}}’s standard payroll schedule, beginning 14/1{{MONEY}}/2019 and you will receive your first paycheck on {{DATE}}. This salary will be subject to adjustment pursuant to the {{ORG}}’s employee compensation policies.

**Tax withholding**

All forms of compensation referred to in this letter agreement are subject to reduction to reflect applicable withholding and payroll taxes and other deductions required by law.

**Tax advice**

You are encouraged to obtain your own tax advice regarding your compensation from the {{ORG}}. You agree that the {{ORG}} does not have a duty to design its compensation policies in a manner that minimizes your tax liabilities and you will not make any claim against the {{ORG}} or its Board of Directors related to tax liabilities arising from your compensation.

**III. Bonus (or commission) potential**

In addition, you will be eligible to be considered for an incentive bonus for {{DATE}}. The bonus (if any) will be awarded based on objective or subjective criteria established by the {{ORG}}’s Chief Executive Officer and approved by the {{ORG}}’s Board of Directors. Your target bonus will be equal to {{PERCENT}} of your {{DATE}} base salary. Any bonus for {{DATE}} in which your employment begins will be prorated, based on {{DATE}} you are employed by the {{ORG}} during {{DATE}}. The determinations of the {{ORG}}’s Board of Directors with respect to your bonus will be final and binding.

**IV. Employee benefits**

As a regular employee of the {{ORG}}, you will be eligible to participate in a number of {{ORG}}-sponsored benefits.

The {{ORG}} offers a comprehensive employee benefits program, including:

**Vacation policy**

You will be eligible for {{DATE}} of paid vacation leave {{DATE}}. Paid time off is additional to sick {{DATE}}, bank holi{{DATE}} and {{DATE}} that the company does not operate.

**Private health and dental insurance plan**

As all {{ORG}} employees, you will be eligible for the private health and dental insurance plan we provide. Specific terms and conditions may change upon vendor’s decision.

**V. Privacy and Confidentiality Agreements**

**Privacy Agreement**

You are required to observe and uphold all of the {{ORG}}’s privacy policies and procedures as implemented or varied from time to time. Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation.

**Conflict of Interest policy**

While you are employed at this {{ORG}}, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the {{ORG}}. By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the {{ORG}}.

**Proprietary Information and Inventions Agreement**

Like all {{ORG}} employees, you will be required, as a condition of your employment with the {{ORG}}, to sign the {{ORG}}’s standard Proprietary Information and Inventions Agreement.

**VI. Termination Conditions**

The {{ORG}} reserves the right to terminate employment of any employee for just cause at any time without notice and without payment in lieu of notice. The {{ORG}} will be entitled to terminate your employment for any reason other than for just cause, upon providing to you such minimum notice as required by law.

**VII. Interpretation, Amendment and Enforcement**

This letter agreement supersedes and replaces any prior agreements, representations or understandings (whether written, oral, implied or otherwise) between you and the {{ORG}} and constitute the complete agreement between you and the {{ORG}} regarding the subject matter set forth herein. This letter agreement may not be amended or modified, except by an express written agreement signed by both you and a duly authorized officer of the {{ORG}}.

Upon your acceptance of this employment offer, {{ORG}} will provide you with the necessary paperwork and instructions.

Sincerely,

{{PERSON}}{{PERSON}}

Signatures:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

{{ORG}} Representative (Sign)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

{{ORG}} Representative (Print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant (Sign)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant (Print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

***Disclaimer:*** *The following offer letter recommendations should only be used as guidelines. Please only select the portions that apply to your company. Neither the author nor workable.com will assume legal liability for the accuracy, completeness or usefulness of any information provided in whole or in part within this article.*