**[Today’s Date]**

**[New Employee Name]**

**[Street Address]**

**[City, State, ZIP]**

Dear **[Name]**:

I am delighted to confirm the verbal offer of employment extended to you on **[date discussed]***.*Your position will be **[Job Title]** reporting to **[Supervisor’s Name]** in the **[Department Name]**. Your scheduled start date is **[Date]**.

Your starting compensation will be **[$ amount]** per **[hour, week, month**], which will be paid in accordance with the company’s pay schedule, subject to any legally permissible deductions.

As a regular, **[type of employee (full-time, part-time, etc.)]** employee of **[Company Name]**, you will be expected to work during the hours of **[ \_\_\_\_ to \_\_\_\_]** **[day of the week]** to **[day of the week]**.  
  
As a **[full-time or part-time]** employee, you are eligible for **[all]** applicable benefits listed in the **[New Employee Orientation Packet]**. However, benefits may be changed or removed at any time. You will accrue **[numbersick days, vacation days and other paid time off]** per year **[and are also eligible for paid holidays]** in accordance with our company policy. **[You will be eligible to participate in our health insurance plan after [[eligibility period (e.g., 90 days)]] of employment.]**

On your first day of work, please be prepared to provide employment eligibility verification. **[Enclosed]** you will find a list of suitable forms of identification.

This offer of employment is contingent upon **[list any contingencies to offer here, such as the completion of a background check and passing a drug test]**.

**[Company Name]** is an at-will employer. This means that both you and **[Company Name]** reserve the right to terminate the employment relationship at any time for any reason. This letter serves only to confirm our verbal discussion of your employment and does not constitute a contract of employment.

If you accept this offer of employment, please sign this letter and return it to me no later than **[date offer must be received by]**.   
  
Sincerely,

**[Name]  
[Address]**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | | | | |  |
|  | **Employee Acceptance of Conditional Job Offer** | | | | |  |
|  |  |  | |  | |  |
|  |  | |  |  |  |  |
|  | *Employee signature* | |  |  | *Date* |  |
|  |  | |  |  |  |  |
|  |  | |  |  |  |  |
|  | *Printed Name* | |  |  |  |  |
|  |  | |  |  |  |  |