

Your Logo Here

DATE

Dear [NAME],

[COMPANY] is delighted to offer you the position of [POSITION] within our organization.

Please review this summary of the terms and conditions of your offer. If you accept this offer, your start date will be [START DATE] or another mutually agreed upon date.

### The Position

Your title within our company will be [JOB TITLE] and you will report directly to [MANAGER'S JOB TITLE]. This is a [EMPLOYMENT TYPE] position that requires approximately [HOURS PER WEEK or WORKING SCHEDULE].

### Compensation

Your starting salary will be paid at the rate of [ANNUAL SALARY] per year or [HOURLY WAGE] per hour, payable in accordance with our payroll schedule starting on [START DATE]. Your first paycheck will be on [FIRST PAY DATE].

### Bonus or Commission Potential

In addition to your salary, you will be eligible for an incentive bonus of up to [BONUS AMOUNT] per year based on [COMPANY OBJECTIVES OR BONUS STRUCTURE].

### Employee Benefits

As a [COMPANY] employee, you will be eligible for a variety of company sponsored benefits. This includes:

[LIST BENEFITS HERE with DETAILS]

*Example:* Vacation Policy: Starting on [DATE] you will be eligible for [AMOUNT] of paid vacation days per year. Paid off time is in addition to bank holidays and other days the company is closed.

*Optional:* This offer is conditional upon the completion of a criminal background check, to be completed prior to your first day of employment.

*For At-Will States:* In accepting our offer of employment, you certify your understanding that your employment will be on an at-will basis, and that neither you nor any [COMPANY] representative have entered into a contract regarding the terms or the duration of your employment. As an at-will employee, you will be free to terminate your employment with [COMPANY] at any time, with or without cause or advance notice. Likewise, [COMPANY] will have the right to reassign you, to change your compensation, or to terminate your employment at any time, with or without cause or advance notice.

**Your Logo Here**

We look forward to your arrival at our company and are confident that you will play a key role in our company's growth.

Sincerely,

**HIRING MANAGER NAME**  
**TITLE**  
**COMPANY**

**Accepted By:**

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**NAME**

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Date