

Your Logo Here

DATE

Dear [NAME],

[COMPANY] is pleased to offer you the position of [POSITION] within our organization. We are excited about the potential that you bring to our company.

The terms of this offer of employment are:

- [Employment Type]
- [Compensation]
- [Start Date]
- [Benefits]

*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.

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