

Your Logo Here

DATE

Dear [NAME],

Congratulations on your new role within our company.

You are a valued member of the [COMPANY] team, and we are so excited to offer you the position of [POSITION] within our organization.

Your updated terms of employment are:

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

Please don't hesitate to reach out if you have any questions about this offer or your new role.

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 continued growth at our company!

Sincerely,

HIRING MANAGER NAME
TITLE
COMPANY

Accepted By:

NAME

Date