

Simple Job Offer Letter

[Date]

[Candidate name]

[Street address]

[City, State ZIP]

Dear [name]:

After taking several qualified candidates through our interview process, we feel that you would make an excellent addition to the team. I am pleased to extend to you this official offer of employment for the position of [title] at [company].

Your employment will be subject to an introductory period of [weeks/months], during which time you and your supervisor will assess your performance and the appropriateness of your employment with our company. All employment at [company] is considered at-will employment.

You will begin your new position on [day, date, time]. You will be working in our [location] and will report to [manager and title]. Your compensation and benefits package will include the following:

- Annual base salary of [amount], pro-rated for [weeks/hours] worked, paid [biweekly, semimonthly, etc.] under [exempt/nonexempt] status.
- Bonus eligibility of up to [percent] of fiscal year earnings per the company employee bonus program for fiscal year [20XX].
- Medical and dental insurance per the company plan (eligible upon date of hire).
- 401(k) plan eligibility on the first of the month following six months of active employment (immediate vesting of matching funds).
- [Number] weeks paid vacation in accordance with the employee handbook.
- Sick time per the employee handbook.
- Paid holidays provided per our policy.

This offer of employment is contingent upon the successful completion of a pre-employment drug screening and background check. While we do not anticipate any concerns with either of these processes, should any findings not meet standards for employment, continuation of your employment will be jeopardized at that time.

On your first day, you will be required to present documents proving your identity and authorization to work in the United States to complete Form I-9. This is a requirement of the Department of Homeland Security. A list of acceptable documents is included with this letter for your reference.

Additionally, upon your acceptance and completion of hiring paperwork, you will be provided with the company's employee handbook. This document will provide further information regarding the company's policies, procedures, and benefits.

Simple Job Offer Letter

By signing this letter below, you acknowledge receipt and acceptance of our offer. The terms described in this letter replace all prior agreements and/or discussions pertaining to your offer of employment with [company].

We look forward to having you as part of the team. If you have any questions, do not hesitate to contact me.

Sincerely,

[Name]

[Title]

[enclosures]

Acknowledged and Accepted

Candidate signature: _____

Name (print): _____ Date: _____

At-Will Employment Offer Letter

[Date]

Dear [applicant]:

[Company] is pleased you have agreed to accept our offer of employment. As discussed, you will assume the position of [title] at [location], reporting directly to [manager]. This letter will serve to confirm our understanding of your acceptance of this position.

1. Your responsibilities will be those outlined in the enclosed job description and described to you during your discussions with [interviewer(s)].
2. During your employment with us, [company] will compensate you with a [weekly/biweekly/monthly] salary in the amount of \$[amount]. Your first [30/60/90] days of employment with [company] are considered an introductory period, and during that period you will not accrue any benefits described in the employee manual unless otherwise required by law. Completion of the introductory period does not guarantee continued employment for any specified time, nor does it require that a dismissal be based on cause.
3. As an employee of [company], you will be provided with a copy of the company's employee manual and insurance booklets which outline our personnel policies and benefits program. Please read these materials thoroughly and sign the acknowledgment of receipt. Any questions regarding company policy, benefits administration, or eligibility should be directed to [name/department].
4. As indicated on the job application you completed, your employment and compensation with [company] are *at-will*, meaning that either the employer or the employee can terminate the employment relationship at any time and for any reason. The terms of this offer letter, therefore, do not and are not intended to create either an express and/or implied contract of employment with [company]. No manager or representative of the company, other than the president, has authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing, and any promises to the contrary may only be relied upon by you if they are in writing and signed by the president of [company].
5. Our offer to hire you is contingent upon your submission of satisfactory proof of your identity and your legal authorization to work in the United States. If you fail to submit this proof, federal law prohibits us from hiring you.
6. Although your initial assignment is in [location], we may transfer you at the company's sole discretion.
7. We will expect you to begin work on [day/date/time] at [location].

At-Will Employment Offer Letter

[Applicant], if you agree with and accept the terms of this offer of at-will employment, please sign below and return this letter to our office. We are confident your employment with [company] will prove mutually beneficial, and we look forward to having you join us.

Sincerely,

Company representative title

Accepted by/date

Temporary Employment Offer

[Date]

[Name]

[Street address]

[City, State ZIP]

Dear [name],

On behalf of [company], I am pleased to offer you a position as [title]. As previously discussed, if you decide to join us, the terms of your employment will be as such:

- Responsibilities will include but not be limited to: [responsibilities]
- Reports to: [name, title]
- Department: [department name]
- Start date: [date]
- Anticipated end date: [date]
- Rate of pay: \$[amount] per [hour or biweekly/semimonthly salary], less applicable taxes and deductions
- Employment classification: [full-time/part-time] temporary and [exempt/nonexempt]

As a temporary employee you [are also/are not] entitled to participate in the company benefit programs we offer regular employees, including any of the paid time off programs such as vacation, sick leave, and holiday pay. All employees participate in the legally mandated benefit programs such as Social Security and workers' compensation.

The company is excited about your joining and looks forward to a beneficial and productive relationship. You should be aware that your employment with the company is for no specified period and constitutes at-will employment. As a result, you are free to resign at any time, for any reason or for no reason. Similarly, the company is free to conclude its employment relationship with you at any time, with or without cause, and with or without notice. We request that, in the event of resignation, you give the company at least two weeks' notice.

The company reserves the right to conduct background investigations and/or reference checks on all its potential employees. Your job offer is contingent upon a clearance of such a background investigation and/or reference check, if any. [Add if relevant: The offer described above is also contingent upon the results of your drug screening.]

For purposes of federal immigration law, you will be required to provide to the company documentary evidence of your identity and eligibility for employment in the United States, as indicated on the Form I-9. As a company employee, you will be expected to abide by the company's rules and standards. Specifically, you will be asked to sign an acknowledgment that you have read and that you understand the company's rules of conduct which are included in the company handbook.

Temporary Employment Offer

Enclosed are new-hire forms that are a condition of employment. Bring the completed forms on your first day. Included with this letter is also a copy of your job description. Review and sign the document, indicating that you can carry out the essential functions of the job, with or without accommodations.

To accept the company's offer, sign and date this letter in the space provided below. A duplicate original is enclosed for your records. This letter, along with any agreements relating to proprietary rights between you and the company, set forth the terms of your employment with the company and supersede any prior representations or agreements including, but not limited to, any representations made during your recruitment, interviews or pre-employment negotiations, whether written or oral. This letter, including, but not limited to, its at-will employment provision, may not be modified or amended except by a written agreement signed by the president of the company and you.

This offer of employment will expire if it is not accepted, signed, and returned by [date].

Sincerely,

[Signature]

[Name and title]

I accept/decline (circle one) [company's] offer of employment. I understand that my employment with [company] is considered at will, meaning that either the company or I may terminate this employment relationship at any time with or without cause or notice.

Signature: _____ Name: _____ Date: _____

Employment Offer Letter with Contingencies

[Date]

[Name]

[Street]

[City, State ZIP]

Dear [employee],

On behalf of [company], I am pleased to offer you a position as [title]. If you decide to join us, the terms of your employment will be as such:

Responsibilities will include but are not limited to: [responsibilities]

Reports to: [name, title]

Monthly salary or hourly wage: \$[amount]

Employment classification: [full-time/part-time] and [exempt/nonexempt]

You will report to [manager] in [department]. We would like you to start work on [date]. A summary of your benefits is enclosed with this letter. If you have any questions, please contact [name] in [department].

We are excited about your joining and look forward to a beneficial and productive relationship. You should be aware that your employment with the company is for no specified period and constitutes at-will employment. As a result, you are free to resign at any time, for any reason or for no reason. Similarly, the company is free to conclude its employment relationship with you at any time, with or without cause, and with or without notice. We request that, in the event of resignation, you give the company at least two weeks' notice.

The company reserves the right to conduct background investigations and/or reference checks on all of its potential employees. Your job offer, therefore, is contingent upon a clearance of such a background investigation and/or reference check, if any. [Add if relevant: The offer described above is contingent upon the results of your drug screening.]

For purposes of federal immigration law, you will be required to provide to the company documentary evidence of your identity and eligibility for employment in the United States. As a company employee, you will be expected to abide by the company's rules and standards. Specifically, you will be asked to sign an acknowledgment that you have read and that you understand the company's rules of conduct which are included in the company handbook.

Your employment is also contingent upon the following document(s) being completed, signed, and returned to [name] on your first day of work:

[List any other required forms or documents.]

Employment Offer Letter with Contingencies

To accept the company's offer, sign and date this letter in the space provided below. A duplicate original is enclosed for your records. This letter, along with any agreements relating to proprietary rights between you and the company, set forth the terms of your employment with the company and supersede any prior representations or agreements including, but not limited to, any representations made during your recruitment, interviews, or pre-employment negotiations, whether written or oral. This letter, including, but not limited to, its at-will employment provision, may not be modified or amended except by a written agreement signed by the president of the company and you. This offer of employment will terminate if it is not accepted, signed, and returned by [date].

We look forward to hearing from you about this offer. Indicate your acceptance by signing below and returning a copy of the letter, with your original signature, to me no later than [date].

Sincerely,

[Company representative signature]
[Name]

I accept/decline (circle one) [company's] offer of employment. I understand that my employment with [company] is considered at will, meaning that either the company or I may terminate this employment relationship at any time with or without cause or notice.

Signature: _____ Name: _____ Date: _____

Expanded Job Offer Letter

[Date]

[Name]

[Address]

[City, State ZIP]

Dear [candidate],

It is my pleasure to extend the following offer of employment to you on behalf of [company]. This offer is contingent upon [passing our mandatory drug screen, our receipt of your college transcripts, background screen, employment check, or any other contingencies].

Your title: [title]

The position will report to: [name]

A job description is attached.

Base salary: Will be paid in [weekly, biweekly, bimonthly] installments of \$[amount], which is equivalent to \$[amount] annually, and subject to deductions for taxes and other withholdings as required by law or the policies of the company.

Bonus (or commission) potential: Effective upon satisfactory completion of the first 90 days of employment and based upon the goals and objectives agreed to in the performance development planning process with your manager, you may be eligible for a bonus. The bonus plan for this year and beyond, should such a plan exist, will be based on the formula determined by the company for that year.

Noncompete agreement: Our standard noncompete agreement must be signed before your start.

Benefits: The current, standard company health, life, disability, and dental insurance coverage are generally supplied per company policy. Eligibility for other benefits, including 401(k) and tuition reimbursement, will generally take place per company policy. Employee contribution amounts for benefit plans is determined annually.

Stock options: [include any options that may be available]

Vacation and personal emergency time off: Vacation is accrued at [number of hours] hours per pay period, which is equivalent to two weeks on an annual basis. Personal emergency days are generally accrued per company policy.

Expanded Job Offer Letter

Expenses: [detail any moving or other transition expenses the company will pay.]

Start date: [date]

Car/phone/travel expenses: Normal and reasonable expenses will be reimbursed monthly per company policy.

Your employment with [company] is at will and either party can terminate the relationship at any time with or without cause and with or without notice.

You acknowledge that this offer letter, along with the final form of any referenced documents, represents the entire agreement between you and [company] and that no verbal or written agreements, promises, or representations that are not specifically stated in this offer are or will be binding upon [company].

If you agree with the above outline, please sign below. This offer is in effect for five business days.

Candidate signature: _____

Name (print): _____ Date: _____

Company representative signature: _____

Name (print): _____ Date: _____