



EMPLOYMENT OFFER LETTER TEMPLATE

[Date]
[Employee Name]
[Employee Address]
[Employee E-mail Address]

Dear [Employee]:

We are pleased to offer you the position of [position]. This is a [full-time or part-time], [exempt or non-exempt] position what will require approximately [number] hours per week.

Your starting salary will be [\$] per [year, week, or hour]. You will be paid [weekly or bi-weekly]. In addition, [Employer] is pleased to make available the following benefits:
[List benefits]

This letter does not constitute an employment contract, and nothing contained in this letter or in any other communications you have had with [Employer] representatives should be construed in any way as a guarantee of continued employment for any period of time, but rather your employment is on an at-will basis. That is, you or [Employer] may end the employment relationship with or without notice or cause.

It is understood that this offer is contingent upon the successful completion of background and substance testing and the receipt of [any required certification]. It is a pleasure to welcome you to [Employer]! Please signify your agreement to the terms contained herein by signing as indicated below. Please then return one copy of this letter to me and keep one for your own records.

Sincerely,

[Name]
[Title]

Acknowledged and Agreed

[Employee name]

Dated: ___/___/_____

Enclosures