

OFFER OF EMPLOYMENT

Date: _____

_____ [Candidate Name]

_____ [Candidate Address]

Dear _____,

We are pleased to offer you the position of _____ at _____ [Company Name]. We were impressed with your qualifications and are excited about the contribution you will make to our team.

POSITION DETAILS

Position: _____

Reporting To: _____

Start Date: _____

Employment Status: ___ Full-time ___ Part-time ___ At-will

COMPENSATION

Base Salary: \$_____ per ___ year ___ hour

Payment Frequency: ___ Bi-weekly ___ Monthly

Bonus/Commission: _____

Signing Bonus (if any): \$_____

Equity/Stock Options: _____

BENEFITS

___ Health Insurance (effective: _____)

___ Dental and Vision

___ 401(k) with ___% match

___ Paid Time Off: _____ days vacation, _____ days sick

___ Other: _____

WORK ARRANGEMENT

Hours: _____ per week

Location: _____

Remote/Hybrid: _____

CONTINGENCIES

This offer is contingent on:

- Successful background check
- Reference verification
- Drug screening
- Eligibility to work in the US (I-9 verification)
- Signing the Employment Agreement and Confidentiality Agreement

AT-WILL EMPLOYMENT

Your employment with us is at-will, meaning either party may terminate the relationship at any time, with or without cause.

OFFER EXPIRATION

This offer expires on _____ if not accepted in writing.

To accept this offer, please sign below and return by the expiration date.

We look forward to welcoming you to the team!

Sincerely,

[Authorized Signature]

Title: _____

ACCEPTANCE

I, _____, accept the offer of employment as described above.

Signature: _____ Date: _____

DISCLAIMER: This template is for informational purposes only and does not constitute legal advice. Laws vary by state. Consult a licensed attorney before executing this agreement.