Model Offer Letter

*[Insert Date]*

*[Insert Offeree’s Name and Address]*

Dear *[Insert Name]:*

Congratulations! We are pleased to offer you the position of *[Insert Job Title]* at our *[Insert Location]*. Your employment will begin *[Insert Start Date]*. We hope that the following information will be helpful to you in considering our offer.

Your starting salary will be *[Insert Hourly/Weekly/Monthly Rate].* You will be paid *[Insert Pay Schedule]*. Your first pay date will be *[Insert Initial Pay Date]*. *[Where Applicable]* As a non-exempt Employee, you will be paid for overtime at the rate of *[Insert Rate]*, which is time and a half (i.e., one and one half times regular hourly rate of pay). "Overtime" is defined as hours actually worked in excess of forty (40) hours in one workweek. Additionally, you may be eligible to participate in all Company benefit programs subject to the applicable terms, conditions and eligibility requirements of the plans that are offered from time to time to Company Employees at your level. Currently, the Company offers *[Insert List of Benefits].*

This offer is conditioned on successful completion of the following pre-employment screening policies: *[Insert Applicable Contingencies: Health Screening/Drug and/or Alcohol Testing/Background Checks]*. Additionally, you will be required to execute a confidentiality/proprietary information/noncompete agreement, a copy of which is enclosed with this letter.

Your employment with the Company will be "at-will." This means that either you or the Company can terminate your employment with us at any time, for any reason, with or without prior notice. The Company also reserves the right to revoke an offer at any time before employment begins. **PLEASE UNDERSTAND THAT THIS OFFER DOES NOT CONSTITUTE A CONTRACT OF EMPLOYMENT OR GUARANTEE OF SPECIFIC BENEFITS**.

*[Insert Name],* we look forward to having you join us. To accept this offer, please sign below and return it to me by no later than *[Insert Date].*

Sincerely,

*[Insert Name and Title]*

By signing below, I understand and agree to the terms and conditions contained in this Offer Letter.

Accepted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_