Offer Letter

*[Insert Date]*

*[Insert Offeree’s Name and Address]*

Dear *[Insert Name]:*

We are pleased to offer you the position of *[Insert Job Title]* at our *[Insert Location]* reporting to *[Insert Name].* 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].* Additionally, you may participate in all benefits 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 *[Insert Applicable Contingencies: Health Screening/Drug and/or Alcohol Testing/Background Checks/I-9 Verification].* Additionally, you will be required to execute a confidentiality/proprietary information/noncompete agreement, a copy of which is enclosed with this letter.

As you may know, all employment with our company is at-will, which means that either you or the company will be free, at any time, with or without notice, to terminate the employment relationship, for any or no reason.

*[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]*

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

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