

DATE

NAME

ADDRESS

CITY, STATE, ZIP

Dear NAME,

On behalf of COMPANY NAME, it is my pleasure to offer you the position of TITLE. In this capacity your base salary will start at \$XX,XXX annualized. Our pay periods run on a (bi-weekly, weekly, monthly) basis. We anticipate your first day of employment to be DAY OF WEEK, MONTH, DAY, YEAR. The position reports directly to me. Detailed below are the particulars of the offer for you to carefully consider.

You will be eligible to participate in the COMPANY NAME Benefits program effective DATE. This includes the following benefits: (medical, dental, life, accidental death, short-term and long-term disability insurance). Details of the program are included in this offer packet.

In addition, COMPANY NAME offers a retirement planning program. You are eligible to contribute to the 401k program and the company matches X of the first X%. This program is available to you on EFFECTIVE DATE.

The vacation year is the time period of January 1st to December 31st. You are eligible for X number of days for the remainder of the year. Thereafter, you will participate in the vacation schedule as outlined in our policy handbook. COMPANY NAME has X paid Holidays per year.

We hope that the business and career opportunities presented by COMPANY NAME are agreeable to you, and that you will accept our offer. This offer of employment, if not previously accepted by you, will expire five (5) calendar days from the date of this letter, although additional time for consideration of the offer can be made available if you find it necessary. This offer is contingent on the success passing of the criminal background check. You may accept this offer by signing and dating this letter, where indicated below, and then returning the signed letter, to myself within the prescribed time. (an envelope is enclosed for your convenience).

We look forward to having you as part of the COMPANY NAME team. However, we recognize that you retain the option, as does COMPANY NAME, of ending your employment with COMPANY NAME at any time, with or without notice and with or without cause. As such, your employment with COMPANY NAME is at-will and neither this letter nor any other oral or written representations may be considered a contract for any specific period of time. Again, should you have any questions about starting with COMPANY NAME please do not hesitate to contact myself at XXX-XXX-XXXX.

Sincerely,

HIRING MANAGERS NAME

TITLE

I agree to the terms of employment set forth above and included in the enclosures.

Signature

Date

Enclosures: Employment Application, Employee Handbook