

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Offer of Employment

Dear [Employee's Name],

We are pleased to offer you the position of [Job Title] at [Company Name] (the "Company"). We believe your skills and experience will be a valuable asset to our team.

****Position:**** [Job Title]

****Department:**** [Department Name]

****Reporting To:**** [Manager's Name/Title]

****Start Date:**** [Proposed Start Date]

****Salary:**** [Salary Amount] per [hour/year], payable in accordance with the Company's regular payroll schedule.

****Work Schedule:**** [e.g., Full-time, Part-time, Remote, Specific Hours]

****Benefits:****

- [List of Benefits, e.g., Health Insurance, Retirement Plans, Paid Time Off, etc.]

- [Any Additional Perks or Benefits]

****At-Will Employment:****

Please note this offer does not guarantee employment for a specific duration. Your employment will be "at-will," meaning that either you or the Company may terminate the employment relationship at any time, with or without cause and with or without notice.

****Conditions of Employment:****

This offer is contingent upon the successful completion of [any necessary background checks, reference checks, etc.].

Please sign and return this letter by [Response Deadline Date] to confirm your acceptance of this offer.

We are excited about the prospect of you joining our team and contributing to our goals and success. Should you have any questions or require further clarification regarding this offer, please feel free to contact me directly.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

****Acceptance of Offer:****

I, [Employee's Name], accept the position offered above and agree to the terms and conditions outlined in this letter.

Signature: _____

Date: _____