



[DATE]

[EMPLOYEE]

[ADDRESS]

**RE: Offer of Employment**

Dear [EMPLOYEE]:

It is with great pleasure that I offer you the position of [JOB TITLE]. We are impressed with your knowledge and experience and are confident you can create tremendous value for [COMPANY]. This offer formalizes our verbal understanding and is contingent upon the signing of this letter.

Below are the basic terms, as we discussed:

**Title:** [JOB TITLE]

**Start Date:** [START DATE]

**Location:** [CITY]

**Salary:** Base salary of \$[SALARY] per year, payable semi-monthly in equal installments, subject to all state, local, federal and any other required deductions.

**Health Insurance:** Eligibility for individual health insurance immediately with 50% of the cost covered by [COMPANY]. Spouse and family coverage is available at the employee's expense.

**Other Benefits:** You have the option to participate in the company's Simple IRA plan, subject to its terms and conditions.

**Vacation/Sick:** 12 days annually of Paid Time Off, accrued under standard Company policy and prorated for a partial year worked.

We are excited to have you join our team and look forward to welcoming you as part of our organization.

*This letter confirms our full understanding as the terms of employment. By your acceptance of this offer, you are confirming that that you do not have other obligations or conflicts that would prevent you from performing this job. There are no other expressed or implied promises or representations being offered. This offer for at-will employment does not constitute any guarantee or promise of employment for any specified period.*

Please acknowledge your acceptance of these terms by signing below and returning to me directly or via email. My email address is [EMAIL]. This offer expires seven days from the date of this letter. Once again, welcome to the [COMPANY] team, and I look forward to working with you.

Sincerely,

[NAME & TITLE]

***I hereby accept all of the terms above and fully understand that in no way should this be interpreted as a contract with any binding obligation to either party.***

Accepted \_\_\_\_\_

Date \_\_\_\_\_