

JOB OFFER LETTER

Date: [date]

From: [Employer's full legal business name]

[Employer's street address, city, state, ZIP]

To: [Candidate's full name]

[Candidate's street address, city, state, ZIP]

[Candidate's email]

Dear [Candidate's first name],

We're pleased to offer you the position of [job title] with [Employer's business name] ("the Company"). This letter sets out the main terms of the offer. Please read it carefully, and ask us about anything that isn't clear before you sign.

1. Position

- **Job title:** [job title]
- **Reports to:** [manager's name and title]
- **Work location:** ☐ On-site at [address] ☐ Remote ☐ Hybrid: [describe arrangement]
- **Proposed start date:** [date]

Your main duties are described in the attached job description, which may change over time as the Company's needs change.

2. Hours and status

- ☐ Full-time, about [number] hours per week ☐ Part-time, about [number] hours per week
- ☐ Exempt from overtime ☐ Non-exempt (eligible for overtime pay as required by law)

Your usual schedule will be [days and hours].

3. Pay

- **Base pay:** [\$ amount] per ☐ year ☐ hour
- **Pay frequency:** ☐ Weekly ☐ Every two weeks ☐ Twice a month ☐ Monthly
- **Other pay (if any):** [bonus, commission or sign-on terms, or "None"]

Pay is subject to required tax withholdings and any deductions you authorize. Any bonus or commission described above is governed by the written plan or terms that apply to it, which the Company will give you.

4. Benefits

You'll be eligible for the following benefits, subject to the terms and eligibility rules of each plan: [e.g. health insurance after (number) days, paid time off of (number) days per year, retirement plan]. The official plan documents control if anything in this letter differs from them. The Company may change its benefits from time to time.

5. Conditions of this offer

This offer depends on the following (only the items ticked apply):

- ☐ Satisfactory results of a background check, which will be carried out only after you receive a separate written disclosure and give your separate written authorization
- ☐ Satisfactory reference checks
- ☐ A drug test, where permitted by law
- ☐ Signing the Company's [confidentiality agreement / other agreement], a copy of which is attached
- ☐ Other: [describe]

As required by federal law, you'll need to complete Form I-9 and show documents proving your identity and authorization to work in the United States. You'll complete Section 1 of the form no later than your first day of work, and you'll show your documents within three business days of your start date.

If a condition isn't met, the Company may withdraw this offer, following any notice steps the law requires.

6. At-will employment

Your employment with the Company is at-will. This means either you or the Company may end the employment at any time, with or without cause or notice, unless the law where you work says otherwise. Nothing in this letter, in any handbook, or in any conversation creates a promise of employment for a particular length of time. Only a written agreement signed by [title of authorized officer, e.g. the owner or CEO] can change this.

Note: at-will rules differ by state. For example, Montana law limits at-will termination after a probationary period. Adapt this section for your state.

7. Policies

You'll be expected to follow the Company's workplace policies, including those in the employee handbook, which you'll receive on or before your first day.

8. Entire offer

This letter, together with any attachments listed below, is the complete offer and replaces any earlier discussions or promises about these terms. Any change must be in writing and signed by both you and an authorized representative of the Company.

Attachments: [e.g. job description, confidentiality agreement, benefits summary, or "None"]

9. How to accept

To accept, please sign and date this letter by [acceptance deadline date]. If we don't receive your signed acceptance by then, this offer will expire.

This letter may be signed electronically and in counterparts, and an electronic signature has the same effect as a handwritten one.

We're looking forward to working with you.

Sincerely,

[Name of person making the offer]

[Title]

[Employer's business name]

Signatures

Employer

Signature: _____

Name: [full name]

Date: [date]

Candidate

Signature: _____

Name: [full name]

Date: [date]

By signing, the candidate accepts this offer on the terms above.