Red text denotes a field that needs to be changed by the user.

[Date]

[Name]  
[Street]  
[City, State ZIP]

Dear [Employee],

On behalf of [Company], I am pleased to offer you a position as [Title]. If you decide to join us, the terms of your employment will be as such:

Responsibilities will include but not limited to: [Responsibilities]

Reports to: [Name, Title]

Monthly Salary or Hourly Wage: $[amount]

Employment Classification: [Full-time/Part-time] and [Exempt/Non-Exempt]

You will report to [Manager] in the [Department]. We would like you to start work on [Date]. A summary of your benefits is enclosed with this letter. If you have any questions, please contact [Name] in [Department].

The Company is excited about your joining and looks forward to a beneficial and productive relationship. Nevertheless, you should be aware that your employment with the Company is for no specified period and constitutes at will employment. As a result, you are free to resign at any time, for any reason or for no reason. Similarly, the Company is free to conclude its employment relationship with you at any time, with or without cause, and with or without notice. We request that, in the event of resignation, you give the Company at least two weeks’ notice.

The Company reserves the right to conduct background investigations and/or reference checks on all of its potential employees. Your job offer, therefore, is contingent upon a clearance of such a background investigation and/or reference check, if any. [Add if relevant: The offer described above is contingent upon the results of your drug screening.]

For purposes of federal immigration law, you will be required to provide to the Company documentary evidence of your identity and eligibility for employment in the United States. As a Company employee, you will be expected to abide by the Company's rules and standards. Specifically, you will be asked to sign an acknowledgment that you have read and that you understand the Company's rules of conduct which are included in the Company Handbook.

Your employment is also contingent upon the following document(s) being completed, signed and returned to [Name] on your first day of work:

[Please list any other required forms or documents.]

To accept the Company's offer, please sign and date this letter in the space provided below. A duplicate original is enclosed for your records. This letter, along with any agreements relating to proprietary rights between you and the Company, set forth the terms of your employment with the Company and supersede any prior representations or agreements including, but not limited to, any representations made during your recruitment, interviews or pre-employment negotiations, whether written or oral. This letter, including, but not limited to, its at will employment provision, may not be modified or amended except by a written agreement signed by the President of the Company and you. This offer of employment will terminate if it is not accepted, signed and returned by [date].

We look forward to hearing from you about this offer. Please indicate your acceptance of our offer by signing below and returning a copy of the letter, with your original signature, to me no later than [date].

Sincerely,

[Company Representative Signature]

[Name]

I accept/decline (please circle one) [Company’s] offer of employment. I understand that my employment with [Company] is considered “at will,” meaning that either the company or I may terminate this employment relationship at any time with or without cause or notice.

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name (print):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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