

Sample Offer Letter (full time employee)

[Candidate name]
[Candidate address]
[Candidate address]

[Date]

Dear [Candidate name]:

[Company name] is pleased to offer you the full-time position of [Title] effective [Date]. This position is [Exempt, Non-Exempt] and will report to [Supervisor name, Title]. This offer is contingent upon the successful completion of all background and reference checks and required documentation.

Other terms and conditions of your employment are as follows:

The starting salary for this position is [\$###.##] per month [annualized to \$###.##], payable [semi-monthly, etc.?] in accordance with [Company name's] standard payroll practices for salaried employees.

You will also be eligible to receive the following benefits:

[describe all benefits that apply, e.g.:


- Vacation / personal time off:
- Stock options:
- Bonuses:
- Health benefits:
- 401(k) plan:

etc.]

On your first day of employment, you will be given additional information about [Company name]'s procedures, policies, benefit programs and more.

Please note that your employment with [Company name] constitutes "at will" employment and is not for a specified period. As a result, you are free to resign at any time, for any reason or for no reason. Likewise, [Company name] is free to end its employment relationship with you at any time, with or without cause.

Please review the enclosed At-Will Employment Confirmation and the enclosed Confidentiality Agreement. These documents should be signed by or on your first day of work. On your first day, please bring documentation that verifies your identity and eligibility to work in the United States.



If you accept this job offer, your start date with [Company name] will be [Date] and you will be working at the [City, State] location. This offer will expire at [Time] on [Date].

ACCEPTED AND AGREED:

By: _____

Signature

Date: _____

Name

Title

By: _____

Candidate signature

Date: _____

Name

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