

This document involves employment or workplace-compliance obligations that vary by state and by employer size. It is a general starting point only — not legal advice — and should be reviewed by an employment attorney licensed in your state before use.

Offer of Employment

[Date]

Dear [Candidate name],

We are pleased to offer you a position with [Company name] ("Company"). This letter sets out the key terms of that offer.

1. Position

You will join as [Job title], reporting to [Manager name/title]. This is a [full-time/part-time — specify], [exempt/non-exempt — specify] position.

2. Start Date & Location

Your anticipated start date is [Start date]. Your primary work location will be [office address / remote / hybrid — specify].

3. Compensation

Your starting [salary/hourly rate — specify which] will be [Salary] per [year/hour — specify], paid [pay frequency, e.g., "bi-weekly"]. [Note any signing bonus or other one-time compensation here — otherwise delete this line.]

4. Benefits

You will be eligible for [Company name]'s standard benefits, including [brief summary — e.g., "health insurance, a 401(k) plan, and 15 days of paid time off"], subject to the terms of the applicable plan documents and any waiting periods.

5. At-Will Employment

Employment with [Company name] is at-will, meaning either you or [Company name] may end the employment relationship at any time, with or without cause or notice. [Note: at-will defaults and exceptions vary by state — confirm this language matches the law where this employee will work.]

6. Conditions & Offer Expiration

This offer is contingent on [list any conditions — e.g., "a background check, verification of your right to work in the United States (Form I-9), and reference checks"]. This offer is open until [Expiration date]; please sign and return this letter to accept.

We're excited about the possibility of you joining the team.

Sincerely,

[Employer name], on behalf of [Company name]

Signatures

By signing below, each party agrees to these terms.

[Candidate name] ("Candidate — I accept this offer")

Signature: _____ Printed name: _____ Date: _____

[Employer name] ("Company, by")

Signature: _____ Printed name: _____ Date: _____

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