

_____, 20____

RE: OFFER OF EMPLOYMENT

Dear _____:

We are pleased to extend an offer of employment as a _____ reporting to _____ [Title] _____ [Full name].

Your job responsibilities are as follows:

Salary: Your beginning compensation rate will be (Check one)

- Annual: an annual salary of \$_____ paid (Check one) Weekly Bi-weekly Monthly
 (Check if applicable) In addition, you also will be paid a commission based on _____. This commission will be paid in accordance with our policies, which is subject to company decisions and updates.
- Fixed wage: \$_____ per _____.
 (Check if applicable) In addition, you also will be paid a commission based on _____. This commission will be paid in accordance with our policies, which is subject to company decisions and updates.
- Commission: a commission based on _____. This commission will be paid in accordance with our policies, which is subject to company decisions and updates.

Benefits: You may choose to participate in the following benefits, if eligible: (Check all applicable)

- Health insurance
- Pension plan
- Life insurance
- Disability insurance
- Other: _____.

Please find in the attachment further details about benefits.

Reimbursement: Following are the expenses you will be reimbursed in accordance with our policies, which may be modified from time to time: (Check all applicable)



- Travel expenses
- Meals
- Business supplies
- Education or training
- Other: _____.

Paid Time-Off: You will be entitled to _____ days of paid vacation per year of employment, in accordance with our paid leave policies, which is subject to company decisions and updates.

You will be entitled to (Check one) paid unpaid sick leave of _____ days to be allocated for illness or personal business (Check one) each calendar year employment year other: _____ in accordance with our sick leave policies, which is subject to company decisions and updates.

(Check if applicable) **Background Screening:** This offer is contingent upon a successful completion of your background check results. Please be noted that the start date may be prior to the background check completion. Should the background report not meet _____ [Company name] standards, termination of the employment may occur.

(Check if applicable) **At Will Employment:** Please note that _____ [Company name] is an at-will employer, meaning either you or _____ [Company name] are free to end the employment relationship, with or without notice or cause, at any time.

Your official start date will be _____, 20____. Feel free to contact me via email _____ or phone at _____. We expect to receive your response by _____, 20____ regarding whether or not you will accept this offer of employment.

(Check if applicable) Please be reminded that this letter does not serve as an employment agreement. Should you accept the position, an employment agreement is required to formalize the decision.

We are looking forward to having you on our team in the near future.

Sincerely,

