Sample Offer Letter



Date

Name

Address

City, State Zip

Dear _____:

Congratulations on your new position with our companpy. We are looking forward to your coming aboard. This offer letter contains details related to your new position. Please read it carefully and indicate your acknowledgement by signing the bottom of the letter and returning a copy to us before your scheduled start date.

Your have been hired to fill the position of _____ and your expected start date is _____/_____/_____. You will be working in the _____ department reporting to _____. Your starting salary is $_____ per _____ less taxes and withholding.

You will be eligible for benefitsdepending upon the position for which you were hired to become effective on _____/_____/_____. Your vacation, personal and sick time for this year will be as follows:

Vacation: ____ hours

Sick: ____ hours

Personal: ____ hours

We have scheduled you for new hire orientation on your first day. You will need to bring proof of employability with you for purposes of completing the government required I-9 form. I have included an example of an I-9 form so that you will be able to determine which forms of identification to bring. Your orientation will include a discussion of benefits, new hire paperwork and more about our company.

Please feel free to contact me if you have any questions prior to starting. Again, we are looking forward to working with you. Please sign and date this letter at the bottom and return a copy to me prior to your start date.

Sincerely,

Name

Title

I acknowledge receipt of this offer letter and agree with the terms set forth. I also understand that this letter does not provide a guarantee of employment for any period of time.

Employee Signature: _____Date: ___/___/___

***IMPORTANT NOTES ON OFFER LETTERS:**

1. When inserting a salary, use the lowest denominator possible (hourly rate, weekly salary, etc). Some court decisions have shown that when an employer uses the annual salary amount, this could be construed as an employment contract that guarantees that salary.
2. By requesting that your new employee to sign and return the letter, this could be viewed as an employment contract. Be sure to include language that indicates it is not an employment agreement.