

Date

Via FedEx/UPS Number: (If you send the offer letter through one of these services.)

Name

Address

City/State/Zip

Dear (Name):

On behalf of (XXXX Company Name), it is a pleasure to extend an offer of employment as a **(Job Title)**. In this position you will report to **(name)**. The following is a summary of the compensation, benefits and terms relating to this offer:

Your compensation will consist of a base salary, payable (weekly, biweekly, monthly?) at the hourly rate of **\$(insert salary)**. In addition, you will receive a comprehensive benefits package that currently includes **(summarize the benefit package)** group insurances which begins **(state benefit eligibility start date)** the first day of the month after you have completed 30 days of employment. We also offer a company 401(k) plan and Flex Spending accounts for Medical Care and Dependent Care.

(XXXX Company Name) requires applicants to pass approved Background and Credit Check screening (if applicable) This offer is contingent upon your successful completion of our pre-employment program.

(XXXX Company Name) complies with the Immigration Reform and Control Act of 1986 which requires all new employees to provide documentation of their legal right to work in the United States. Enclosed for your information is a copy of an Employment Eligibility Form (Form I-9), which references the types of documents that are legally acceptable. **You must bring the appropriate documents with you on your first day of employment** to complete the hiring process.

At Will statement for companies in At Will States.

While it is our belief that our relationship will be a positive one, it is appropriate to advise you that (XXXX Company Name) is an "at-will" employer and does not offer employment on a fixed term basis and either you or the company can terminate it at any time and for any reason. The representations in this letter and from our meetings with you should not be construed in any manner as a proposed contract for any fixed term or for any specific terms and conditions of employment contrary to an at-will relationship.

(XXXX Company Name) will contact you immediately upon confirmation that you have successfully met pre-employment requirements. At that time you may confirm your

Name
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acceptance of this offer by signing this letter where indicated and returning it to (XXXX Company Name and Address) or XXXX. (Fax # or scan and email, if appropriate)
Should you have questions concerning any part of this offer letter, please call (Name and phone number XXX XXX.XXXX)

This offer of employment will expires (XXXX Date usually at least two weeks.)

Congratulations and we look forward to welcoming you to XXXX Company Name

Sincerely,

Name
Title

Enclosures:

XXXX Employee Obligations
Form I-9
XXXX
XXXX
XXXX
XXXX

I accept (XXXX Company Name) offer of employment under the terms outlined in this letter.

Name

Date

I acknowledge that this applicant successfully met pre-employment requirements.

XXXX Company Name

Date