Thursday, March 24, 2022

Applicant Name

Address

City, State Zip

Dear [Candidate Name],

We are pleased to offer you the [Position Title] with [Company Name], reporting to [Insert Direct Manager Name]! This is a full-time, non-exempt position with an hourly rate of $xx.xx (~projected annual salary of $xx,xxx). You will be paid overtime at the rate of one- and one-half times your regular rate of pay for all hours worked over 40 in a workweek. Contingent on your acceptance to this offer and successfully passing the required background check, your employment is scheduled to start on [Insert Employee Start Date].

**The following details are intended to outline the general elements of the offered position:**

* **Work week**: The standard workweek is 40 hours. Any time worked over 40 hours will be considered overtime and must be authorized by your direct manager, in advance.
* **Pay Period:** Pay periods are the 15th and the last day of each month. Customary and required local, state and federal taxes and employment related deductions, as applicable, will apply.
* **Benefits**: You will be entitled to participate in all general employee benefit plans available to full-time employees effective the 1st of the month after date of hire. Specific details regarding benefit options will be provided on your first day of employment.
* **Transition Bonus**: In appreciation for your flexibility throughout the transition process, you will receive a one-time bonus of $[Insert Dollar Amount].
* **Discretionary Bonus**: You will be eligible for an annual discretionary bonus based on overall performance of [Insert Company Name] *and* your personal job performance.
* **Vacation**: During the first year of employment, [Number] hours of paid vacation will be provided, which are to be utilized after the successful completion of your 90-day introductory period. We ask that you accurately document your use of vacation time and request such time with as much advance notice as possible.
* **Sick Time**: During the first year of employment [Number] hours of sick days will be granted, to be utilized after the successful completion of your 90-day introductory period.
* **PTO**: [Number] hours of Personal Time Off (PTO) will be permitted for the [Calendar year] year, which are to be utilized after the successful completion of your 90-day introductory period. We ask that you accurately document your use of PTO and request such time with as much advance notice as possible.
* **Hours**: On your first day, please arrive at [Insert Start Time] am at location of Address.
* **Office Attire:** [Insert Company Name] is a business casual/professional dress environment.
* **At Will**: Your employment with [Insert Company Name] is “at will”, which means that either you or [Insert Company Name] may terminate the relationship at any time.
* **Confidentiality, Non-Compete and Non-Solicitation Agreement**: On your first day of employment, you will be required to sign this agreement.
* **I9**: On your first day of employment, please be prepared to provide appropriate documentation to complete the I9 form, which validates your eligibility for employment in the United States.

[Candidate Name], we feel you will be a great addition to the [Insert Company Name] team and that a bright future awaits you. We are looking forward to what we hope is your acceptance of this offer to join us! If you have any questions, feel free to contact [Insert Primary Point of Contact] at xxx.xxx.xxxx.

Sincerely,

Name & Title

Applicant Name

Address

City, State Zip

Re: Offer of Employment dated [date]

Please indicate your response to the Offer of Employment, sign and date below. Your response is required on or before 5:00 PM on the Friday, September 4, 200.

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| --- | --- |
|  | I, [Candidate Name], accept the offer of employment. I understand that my employment with [Insert Company Name] is considered “at will,” meaning that either the company or I may terminate this employment relationship at any time with or without cause or notice. |
|  | I, [Candidate Name], respectfully decline the offer of employment. |

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[Candidate Name] Date