[Company Name]

**[**Street Address, City, ST ZIP Code]

[Phone]

[Email]

[Candidate Name]

[Street Address, City, ST ZIP Code]

Via e-mail delivery: [[e-mail](mailto:mmhiggins27@yahoo.com) of Candidate]

Dear [*Candidate Name*],

It is my pleasure to extend an offer of [*full-time, part-time*] employment to you as [*title*] on behalf of [*Company Name*]. The position will report to our [*title of supervisor*], is classified as [*exempt, non-exempt*] and will pay at a rate of [*$xxx*] per [*hour, year*]. This offer is contingent upon [*list applicable contingencies - drug test, employment verifications, certification, licensure*].

Our office hours are [*hours and days*] and your schedule will be [*schedule specifics*]. Pay cycles are [*frequency*] on the [*pay days*].

You will be eligible for benefits after completing [*time period*] of employment. [*Refer to attachment or include brief description overview. Include eligibility dates and benefits (health, dental, vision, 401K plan, holidays, vacation*]

## We anticipate that you will begin your employment on [*start date*], at which time you will need to provide the original document to show proof of your authorization to work in the United States

## Your employment will be at will, meaning either you or [*Company Name*] can terminate employment at any time with or without cause or notice. Employment will be subject to the company's policies, procedures and handbook as adopted, revised or deleted from time to time.

## I am excited about you joining our team. Please indicate your acceptance of this offer by signing and returning it to me by e-mail no later than [*date*]. We look forward to working with you!

Warm regards,

[*Name*]

[*Title*]

Acceptance by: [*Candidate Name*] Signature Date