

**Date:**

**Supervisor's Name:**

**Company name and address:**

Dear Employee's Name,

It is my pleasure to extend the following offer of employment to you on behalf of **Company Name**. This offer is contingent upon [drug test, employment verifications, receipt of your college transcripts, or any other contingencies you may wish to state].

**Position Title:**

**Job Description** [refer to attachment or include brief description]

**Employment Benefits:** [refer to attachment or include brief description overview. Include eligibility dates, ie: participation in the 401K plan]**Base Salary:** You will be paid by the hour of \$ XX.00, which is equivalent to \$XX,XXX on an annual basis, and subject to deductions for taxes and: other withholdings as **required** by law or the policies of the company. Your regular work hours will be...

Please contact me to discuss your start date.

Thank you very much and we look forward to working with you.