

## Sample Offer Letter

*Note: All red text should be deleted and all **bold black text should be filled in before sending letter to employee.***

**Date**

**Name**  
**Address**  
**Address**

Dear **Name**:

Welcome to \_\_\_\_\_! This letter will summarize and confirm the details of our offer for you to join **Company Name**, in the **full time, temporary/ part time** position of **Title**, at the **Company Location** office commencing on **Date** and reporting to **Manager**. In this position, you will play a key supporting role in **brief job description**.

Orientation Information: On your first day of work, you should plan to report to **Name** at **time**. Please **include further instructions here**.

Here are the specific details of our offer:

This letter and accompanying enclosure will summarize important details of matters pertaining to your employment. Also enclosed is information about current benefits, which are provided to the workforce here at **Company Name**. Our payroll, and other human resource management services are provided through Clear Employer Services, a professional employer organization. As a result of **Company Name's** arrangement with Clear Employer Services, they will be considered your employer of record for these purposes and your managers here at **Company Name** will be responsible for directing your work, reviewing your performance, setting your schedule, and otherwise directing your work at **Company Name**.

**[Hourly, Non-Exempt Employees-delete entire paragraph if not applicable]**

Base Compensation: Your compensation will be **\$XX.XX** per hour, less payroll deductions and required taxes and withholdings, and will be paid **on date**. This is a [non-exempt] position and your schedule will be **#** hours per week plus pre-approved overtime as required. You are expected to work during the core hours of [\_\_\_\_ to \_\_\_\_], Monday through Friday. For any overtime worked, your rate of pay will be **\$XX.XX** per hour for time and a half and **\$XX.XX** for double time.

**[Salaried, Non-exempt Employees – delete entire paragraph if not applicable]**

Base Compensation: Your compensation will be **\$00.00** per week which equates to **\$XXX** annually, less payroll deductions and required taxes and withholdings, and will be paid **on date**. This is a non-exempt position and your schedule will be **#** hours per week plus pre-approved overtime as required. You are expected to work during the core hours of [\_\_\_\_ to \_\_\_\_], Monday through Friday. For any overtime worked, your rate of pay will be **\$XX.XX** per hour for time and a half and **\$XX.XX** for double time.

**[Salaried, Exempt Employees- delete entire paragraph if not applicable]**

Base Compensation: Your compensation will be **\$00.00** per week which equates to **\$XXX** annually, less payroll deductions and required taxes and withholdings, and will be paid **on date**. This is an exempt position and you are expected to work during the core hours of [\_\_\_\_ to \_\_\_\_], Monday through Friday as well as those hours necessary to get the job done.

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This temporary/ or part time offer of employment is contingent upon you fulfilling each of the following terms:

As a **Company Name** employee, you are required to follow its rules and regulations. Therefore you will be asked to acknowledge in writing that you have read the **Company Name** employee handbook, and sign. In order to retain necessary flexibility in the administration of its policies and procedures, **Company Name** reserves the right to change or revise its policies, procedures, and benefits at any time.

Required Documentation: To comply with the government-mandated confirmation of employment eligibility, please review the enclosed I-9 Form and "Lists of Acceptable Documents" as approved by the United States Department of Homeland Security for establishing identity and employment eligibility. Please bring the required I-9 documents with you on your first day of employment; failure to submit proof of your employment eligibility will postpone your start date or result in termination of your employment. Also enclosed are additional new hire forms that you should complete and bring with you on your first day of work.

At Will Employment: Please understand, as stated in all job offers, **Company Name** is an employment-at-will company. That means that you or the Company may terminate your employment at any time, with or without cause and with or without prior notice. Accordingly, this letter is not a contract and should not be construed as creating contractual obligations.

If you wish to accept employment at **Company Name** under the terms described above, please sign and date this letter as well as the company handbook. Please retain copies for your records.

**[Name]**, we are excited that you are joining **Company Name's** team and feel that you have a great deal to contribute. If you have any questions, please feel free to call **[Recruiter's name]** at **[phone #]**.

Sincerely,

**Hiring Manager  
Title**

I understand and accept the terms of this employment offer.

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**[Name]**

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Date

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Start Date

cc: HR  
Recruiting