_____
Company Name
address
city, state 12345

_____

_____
_____
_____

Re: Offer of Employment

Dear _____:

As we discussed in my office, on _____, we are extending to you an offer of employment as _____. If you accept our offer of employment, the following terms and conditions will apply.

Your job responsibilities are as follows:
_____

Please plan to begin work on _____. I will contact you within the next few 14 days to confirm your starting date. You will report directly to me as your immediate supervisor.

Your beginning rate of compensation will be an annual salary of $_____.

You also will be reimbursed for the following out-of-pocket expenses, in accordance with our policies as may be changed from time to time:

- travel expenses
- meals, excluding alcoholic beverages
- postage
- cost of job-related seminars

We also have a benefits package. You will be permitted to participate in the following benefits, in accordance with our policies as may change from time to time, and after meeting the applicable eligibility requirements, if any:

- pension plan
- health insurance
- life insurance
- disability insurance

Additionally, you will be entitled to 1 week of paid vacation for each year of employment in accordance with our usual policies.

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You will be entitled to 5 days unpaid time due to illness or personal business each calendar year in accordance with our sick leave policy which may be modified from time to time.

Your employment will not be for a specific duration or term, and it is understood that your employment is voluntary in nature and is employment-at-will. Therefore, either party may terminate the employment relationship at any time.

If the above terms meet with your understanding of our discussion, please contact me at your earliest convenience regarding whether or not you will accept our offer of employment. I can be contacted at the above address or by phone at _____. If you decide to accept our offer, we will formalize our discussion with an employment agreement. This letter itself does not constitute an employment agreement.

We are looking forward to the opportunity of working closely with you in the near future.

Sincerely,

_____

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