

Replace this text with company name or delete to leave blank

Employment Offer Letter

Date: _____

Dear: _____,

We're happy to offer you a position with _____ (Company name) and want to take this opportunity to convey some important information.

_____ (Company name) is an at-will employer, which means your employment may be terminated **at any time** by you or _____ (Company name), with or without cause or advance notice. Further, this letter is simply for your information and is not to be construed as a contract of employment. If you have any questions about this information, please contact us as soon as possible at _____
Phone Number

Job Title

Hire Date

Starting Date

Starting Time

Report to Name

Location

Address

City

State

Zip Code

Initial Weekly Schedule

Supervisor(s)

Rate of Pay and Classification

Exempt at \$ _____ per _____.

Nonexempt at \$ _____ per hour.

Offer Contingencies

This offer is contingent upon our satisfaction with the results of:

Background Check Yes No

Medical Evaluation Yes No

Drug Test Yes No

Reference Check(s) Yes No

Criminal History Check Yes No

Other _____

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Other Information

On your first day of work, please bring with you evidence of your identity and eligibility to work in the United States. You will be required to complete the required employment eligibility verification document. We are required by federal law to examine documentation of your employment eligibility within three business days after you begin work.

Sincerely,

Company Representative