

**[Company Name]**  
**[Street Address]**  
**[City, State Zip]**  
**[Phone]**  
**[www.companyname.com]**

Date

Name

Street Address

City, State Zip Code

Dear [Name]:

We are pleased to offer you the position of [job title] for [Company name] ("the Company") reporting to [manager's name] commencing on or before [start date].

Your compensation will be \$[compensation amount] per [hour or week or month or year], less proper deductions for all required withholdings, and paid in accordance with the Company's normal payroll procedures. [Insert any other compensation here such as a hiring bonus, incentive bonus programs, moving allowances, or stock option grants. For non-exempt employees also insert the following language] As a non-exempt employee, you will receive company benefits such as paid vacations and health coverage. In addition, you will be compensated for overtime in accordance with company overtime policy and federal and state laws. Enclosed is a summary of current Company benefits.

Your employment with the Company is at-will, meaning that either you or the company may terminate the employment relationship at any time, with or without notice, and with or without cause, for any reason.

As a company employee, you will be required to follow the corporate rules and policies. You may not disclose confidential company information to unauthorized third parties, and at no time may you disclose confidential information of a former employer to the company. [If available include] A copy of the Employee Nondisclosure agreement/Employee Noncompetition agreement/Invention Assignment Agreement is/are attached, and must be signed and returned to the Company and at the

commencement of your employment.

This letter and the attached [insert agreements] form the complete and exclusive statement of employment between you and the Company. These employment terms supercede any other agreements, understandings, promises, or communications, written or oral, by or on behalf of the company. Upon acceptance of this offer, you must provide proof of identification and authorization to work in the U.S.

To indicate your acceptance of the Company's offer, please sign and date this letter below and return it to me before [date] at which time this offer of employment will expire. This letter may not be modified or amended accept by a written agreement signed by a representative of the Company and by you.

We hope that you accept this offer and look forward to working with you! If you have any questions or concerns, please do not hesitate to call.

Sincerely yours,

[Name, Title]

[Company Name]

Accepted and agreed to by:

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[New employee]

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Date signed