

# OFFER OF EMPLOYMENT

Date: \_\_\_\_\_

State: \_\_\_\_\_

County: \_\_\_\_\_

To: \_\_\_\_\_ [Employee's Name]

\_\_\_\_\_ [Employee's address]

\_\_\_\_\_ [Email, phone]

From: \_\_\_\_\_ [Employer's Name]

\_\_\_\_\_ [Employer's Representative Name]

\_\_\_\_\_ [Employer's address]

\_\_\_\_\_ [Email, phone]

Re: Offer of Employment

Dear \_\_\_\_\_,

We are pleased to offer you the position of \_\_\_\_\_ at \_\_\_\_\_, subject to the successful completion of all pre-employment requirements.

The employment terms and conditions are as follows:

**Position:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Start date:** \_\_\_\_\_

**Term of employment:** \_\_\_\_\_

Your Job responsibilities will be as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## COMPENSATION AND BENEFITS:

**Salary:** Your starting annual salary will be \_\_\_\_\_ gross, payable on \_\_\_\_\_ basis.

**Benefits:** You will be eligible for our Company benefits package, namely:

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**Paid vacation:** You will be entitled to \_\_\_\_\_ days of paid vacation for each year of employment in accordance with our internal policies.

**Paid sick leave:** You will be entitled to \_\_\_\_\_ days of paid sick leave for each year of employment in accordance with our sick leave policy, which may be periodically modified.

**WORKING SCHEDULE:**

Your regular working hours will be as follows:

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**REPORTING:**

You will report to

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**OTHER INFORMATION:**

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Please review the above terms and conditions carefully. If you decide to accept this Offer of employment, please provide us with your written response to this Offer no later than \_\_\_\_\_.

We are looking forward to hearing from you soon.

Sincerely,

Employer's Representative Name, Title and Signature

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