

\_\_\_\_\_  
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\_\_\_\_\_  
**Re: Offer of Employment**

Dear \_\_\_\_\_:

We're excited to offer you the position of **[Job title]** at **[Company name]**.

We anticipate that your start date will be \_\_\_\_\_, subject to completion of the company's standard employee onboarding procedures.

In your position, you'll report to \_\_\_\_\_. Your starting pay will be \$\_\_\_\_\_ per hour, subject to deductions for taxes and other withholdings. You'll be eligible for regular performance reviews, which may lead to increases in your compensation. This position is considered a non-exempt position for purposes of federal wage-hour law, which means that if your hours worked exceed 40 in any workweek, you will be paid time-and-a-half for those hours exceeding 40.

At or before your orientation, you will be given access to documentation of the policies and procedures that will govern certain aspects of your employment. At this time we do not offer any insurance, paid time off, or related benefits.

If you wish to accept our offer (and we hope you do!), please sign where provided below and return a copy of this letter to me, either by email to the email address specified above, or by mail to the mailing address above. We are really looking forward to having you join the team. However, we recognize that you retain the option, as does the company, of ending your employment at any time, with or without notice and with or without cause. As such, **your employment with the company is at-will** and neither this letter nor any other oral or written representations may be considered a contract for any specific period of time.

**Welcome to the team!**

**Accepted and agreed:**

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