



Sample Offer Letter

(company logo and address here)

Candidate Name

Address

City, State Zip

Sent via (email / regular mail)

Date

COMPANY NAME is pleased to extend you an offer employment via terms provided below.

Title: As Appropriate

Department: As Appropriate

Reports To: Direct Supervisor or Manager (include location)

Salary: Bi-weekly or monthly payments at the rate of XXXX (can be calculated hourly or a percentage of the employees base salary or per commissions rate as appropriate for sales and commissioned employees) subject to applicable withholdings

Starting: start date @ office address (if applicable)

Compensation: Include pay as defined per position as well as commissions and/or ramp for sales representatives

Conditions: XXXXX may perform the following checks and employment will be pursuant to satisfactory responses to: employment sources, professional references, credit investigation, drug screen (current use of illegal or unprescribed drugs), criminal convictions, social security, education verification and driver's license history. This offer is contingent upon completing an "I-9 Form" within 5 working days of employment.

Benefits: We offer a number of benefits to you and your family. Our health benefits include the following: INCLUDE YOUR BENEFITS PACKAGE HERE. You will be eligible to participate in these various benefit programs subject to the terms by which all such benefits are provided to XXXXX's full time employees.

Holidays: The following eight holidays are considered company holidays: New Year's Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day After Thanksgiving and Christmas Day. State overtime or other policy for emergency services personnel.

Vacation Days: (May vary by position) - You will be eligible for two workweeks of vacation per fiscal year (January 1 to December 31). In your first year of employment, vacation is accrued after six months of employment. You will be eligible for 100% of your vacation after a six month waiting period. You may roll over up to 3 vacation days per fiscal year from one year to the subsequent year. Upon 5 years of service, you are eligible for 3 weeks vacation.

Personal Days: You will be eligible for two personal days per fiscal year.

Sick Time: Insert Policy here. Example: The company offers 5 paid days of sick time per fiscal year. Additional paid sick time is at the discretion and approval of your direct supervisor.

Please Reply to: Name of respondent

We hope to receive a reply to this (email and/or letter) within 2 business days. Please contact me at xxx-xxx-xxxx if you have any questions.

We look forward to welcoming you to COMPANY.

Sincerely,

Name,

Title