

CUSTOMER SERVICE EMPLOYMENT OFFER LETTER

Date: _____

RE: OFFER OF EMPLOYMENT

Dear _____,

We are writing you to offer a position in customer service and to join our organization under the following terms:

1. **Title:** _____

2. **Job Description:**

3. **Start Date (est.):** _____

4. **Pay:** _____ hourly (\$/hr) yearly (salary)

5. **Type:** Full-Time Part-Time

6. **Number of Hours:** _____

7. **Benefits:** _____

8. **Time-Off:** _____

9. **Location:** _____

This letter represents a binding non-binding offer and is valid for ____ days. Thank you for considering us as a possibility for employment.

Sincerely,

Acceptance

I formally accept the customer service position offered in this letter and agree to authorize a legally binding employment contract within a reasonable time period.

Signature: _____

Print Name: _____