**OFFER LETTER**

Date: [DATE]

[COMPANY NAME]

[ADDRESS LINE 1]

[ADDRESS LINE 2]

[CITY, STATE, ZIP CODE]

**RE: OFFER OF EMPLOYMENT**

Dear [EMPLOYEE'S NAME],

We are pleased to offer you the following terms of employment:

**OFFER DETAILS**

1. **TYPE**. [ ]  Part-Time [ ]  Full-Time
2. **POSITION**. [ROLE OR TITLE]
3. **START DATE**. [START DATE]
4. **PAY**. $[AMOUNT] [ ]  per Hour ($/hr) [ ]  Annually ($/yr)
5. **RESPONSIBILITIES**. [LIST RESPONSIBILITIES]
6. **BENEFITS**. [LIST BENEFITS]
7. **TIME-OFF**. [LIST PTO + SICK DAYS]

To be eligible for employee benefits and time-off, you must work for a period of [#] days. This offer is valid until [VALID DATE] and includes the following contingencies: [LIST CONTINGENCIES].

You may indicate your agreement with the terms mentioned herein by signing and dating below and returning to us.

Sincerely,

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

[TITLE]

**ACCEPTANCE**

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

Signature: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](https://esign.com/) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_