

OFFER LETTER

Date:

RE: OFFER OF EMPLOYMENT

Dear _____,

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

OFFER DETAILS

- a. **TYPE.** Part-Time Full-Time
- b. **POSITION.** _____
- c. **START DATE.** _____
- d. **PAY.** \$ _____ per Hour (\$/hr) Annually (\$/yr)
- e. **RESPONSIBILITIES.** _____
- f. **BENEFITS.** _____
- g. **TIME-OFF.** _____

To be eligible for employee benefits and time-off, you must work for a period of _____ days. This offer is valid until _____, and includes the following contingencies: _____.

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

Sincerely,

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: _____ Date: _____

Print Name: _____

eSign