**SALARIED EMPLOYEE OFFER LETTER**

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| --- | --- |
| [EMPLOYER'S NAME AND TITLE][COMPANY NAME] [COMPANY ADDRESS]  | Upload Your Logo |

Date: [DATE]

**RE: OFFER OF SALARIED EMPLOYMENT**

Dear [CANDIDATE NAME],

We are pleased to inform you that you have been selected for the [JOB TITLE] position at [COMPANY NAME]. This is a [FULL/PART TIME] position, and you will be expected to work from [WORK SCHEDULE], starting on [START DATE]. You will report directly to [SUPERVISOR'S NAME].

In this role, you will be required to [DESCRIBE RESPONSIBILITIES].

We are happy to offer you a salary of $[AMOUNT], which will be paid on a [PAY SCHEDULE] basis via [PAYMENT METHOD]. In addition, we are also offering a benefits package which will include [DESCRIBE BENEFITS].

Please note that this offer is for at-will employment and may be terminated at any time for any legal reason.

Please sign and return this letter by [DATE] if you accept the position.

Feel free to contact us if you have any questions.

Sincerely,

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

[SENDER NAME AND TITLE]

[SENDER PHONE]

[SENDER EMAIL]

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/)

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