

SALARIED EMPLOYEE OFFER LETTER

Date: _____

RE: OFFER OF SALARIED EMPLOYMENT

Dear _____,

We are pleased to inform you that you have been selected for the _____ position at _____. This is a _____ position, and you will be expected to work from _____, starting on _____. You will report directly to _____.

In this role, you will be required to:

We are happy to offer you a salary of \$_____, which will be paid on a _____ basis via _____. In addition, we are also offering a benefits package which will include _____.

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 _____ if you accept the position.

Feel free to contact us if you have any questions.

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: _____

Print Name: _____