

Date _____

Private & Confidential

Name _____

Address _____

Dear _____:

It is my pleasure to offer you (*Employment Status full time / part time*) _____ position with (*your company name*) _____ as (*Job Title*) _____. The position will report to (*Reporting Relationship*) _____. Please report to work on (*Date*) _____ for your first day of work and company orientation.

Job Description is attached to explain job duties.

Salary: Your annual salary (or hourly salary) will be \$ _____. Paycheck will be distributed bi-weekly (or weekly), subject to deductions for taxes and other withholdings as required by law or the policies of the company.

Bonus or Commissions: Effective upon satisfactory completion of the first 90 days of employment, and based upon the goals and objectives agreed to in the performance development planning process with your manager, you may be eligible for a bonus.

Annual Incentive: You will also be eligible to receive a bonus of (*amount or %*) _____ payable (*When*) _____ based on company's achievement of financial goals. The specific financial goals to be achieved will be communicated to you. The bonus plan for this year and beyond, should such a plan exist, will be based on the formula determined by the company for that year.

Non-Compete Agreement: Our standard non-compete agreement must be signed prior to start.

Benefits: The current, standard company health, life, disability and dental insurance coverage are generally supplied per company policy. Eligibility for other benefits, including the 401(k) and tuition reimbursement, will generally take place per company policy. Employee contribution to payment for benefit plans is determined annually.

Pension Plan or Retirement Plan: The Employee shall be entitled to participate in pension plan/retirement plans after (*when*) _____.

Stock Options: Spell out any options that may be available for purchase.

Vacation and Personal Emergency Time Off: The Employee shall be entitled to participate in such vacation policies. The Company currently provides *(Number of Week)* _____ of vacation per year.

Personal emergency days are generally accrued per company policy. Effective upon satisfactory completion of the first 90 days of employment. The Employee will receive *(Number of day)* _____ sick days and *(Number of day)* _____ personal days per year.

Expenses: The Company shall reimburse the employee for *(Spell out any moving or other transition expenses the company will pay)* _____ business expenses incurred by her/his while carrying out her employment responsibilities under this agreement.

Car/Phone/Travel Expenses: Normal and reasonable expenses will be reimbursed on a monthly basis per company policy.

Your employment with *(Company Name)* _____ is at-will and either party can terminate the relationship at any time with or without cause and with or without notice.

You acknowledge that this offer letter, (along with the final form of any referenced documents), represents the entire agreement between you and *(Company Name)* _____ and that no verbal or written agreements, promises or representations that are not specifically stated in this offer, are or will be binding upon *(Company Name)* _____.

Please confirm this offer before *(Date)* _____ and that you able to start on the day listed.

Sincerely,

Signatures:

(For the Company: Name and Date)

Accepted,

(Candidate's Name and Date)