

EMPLOYMENT OFFER LETTER

Date: _____

RE: OFFER OF EMPLOYMENT

Dear _____,

We are writing you to offer employment and to join our organization under the following terms:

1. Title: _____

2. Job Description:

3. Start Date (est.): _____

4. Pay: _____ ☐ hourly (\$/hr) ☐ yearly (salary)

5. Type: ☐ Full-Time ☐ Part-Time

6. Number of Hours: _____

7. Benefits: _____

8. Time-Off: _____

9. Location: _____

This letter represents a ☐ binding ☐ non-binding offer and is valid for ____ days. Thank you for considering us as a possibility for employment.

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: _____