

Company name
Street address
City, State, Zip

Date

New Employee street address
City, State, Zip
Attention: New Employee Name

Dear New Employee First Name,

I am pleased to confirm my verbal offer of employment, discussed with you on [date].
Your start date will be [date] at [address of employment]. Please arrive at [time] so we can begin your orientation, and bring your employment eligibility verification. A form I-9 is attached so you can see what form of verification I will need.

Your job title will be [job title] and you will report to [me]. A copy of your job profile is attached, and we will discuss the details on [date].

Your compensation will be [\$xx.xx] per [hour, week, month, year] and will be paid in accordance with the Company pay schedule, subject to deductions. A form W-4 is attached. I will need this form completed on [date] so our payroll company can calculate withholding.

As a [full-time, part-time] employee, your work hours will be [_____] to [_____], [day] to [day] [or substitute whatever work week you have agreed upon].

As a [full-time, part-time] employee you are eligible to receive the following benefits: [name any benefits. If none, omit this sentence. List restrictions, for example, participation after 90 days.]

You will accrue [number of vacation days, sick days or other time off] per year, and are eligible for paid holidays in accordance with Company policy.

This offer is contingent upon [list contingencies, such as results of background or drug test if they have not been completed, and signing the Company Employee Agreement.]

[Company name] is an at-will employer. This means that you and [Company name] reserve the right to terminate the employment relationship at any time for any reason. This letter serves only to confirm our verbal discussion of your employment and does not constitute a contract of employment.

If you accept this offer, please sign this letter below and scan it back to me at [email address] or fax it to [fax number] no later than [date].

Sincerely,

Name

Title

Employee Acceptance of Conditional Job Offer [Remove word Conditional if it does not apply]

Employee Signature

Date

[Printed Employee name]