

Sample Offer Letter

Potential New Hire's

Name

Address

City, State Zip

Dear _____:

On behalf of (fill in your organization's name), I am pleased to offer you a position as (fill in position title). As we discussed, in this position your starting compensation will be \$(fill in) week/hour, which is equivalent to an annual amount of \$(fill in). This position is considered an [exempt/non-exempt] position for purposes of federal wage-hour law, which means that you [will not/will] be eligible for overtime pay for hours actually worked in excess of 40 in a given workweek. You will be eligible for annual performance reviews that might lead to increases in your compensation.

In addition to your compensation, you will be eligible to receive the benefits that are offered to all (fill in your organization's name) employees. These benefits are described in the enclosed materials. We also have enclosed a copy of the employee handbook, which describes the organization's policies and procedures that will govern certain aspects of your employment. Please be sure to review the handbook and sign and return the acknowledgement of receipt page at the end of the handbook.

This offer of employment, if not previously accepted by you, will expire seven days from the date of this letter, although additional time for consideration of the offer can be made available if you find it necessary. If you wish to accept the offer, please sign in the place provided below and return it to me within the prescribed time.

We greatly look forward to having you join our organization and become a member of our team. However, we recognize that you retain the option, as does the organization, of ending your employment with the organization at any time, with or without notice and with or without cause. As such, your employment with the organization is at-will and neither this letter nor any other oral or written representations may be considered a contract for any specific period of time.

Should you have any questions about starting with the organization, please do not hesitate to contact me or (fill in with contact information – email and/or phone number).

Sincerely,

[Signature of Organization Official]

I agree to the terms of the employment set forth above.

Signature

Date