

Job Offer Letter Template

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JOB OFFER LETTER

Date: [DATE]

From: [EMPLOYER NAME]

[EMPLOYER ADDRESS]

[EMPLOYER CITY], [EMPLOYER STATE] [EMPLOYER ZIP]

Contact: [EMPLOYER CONTACT] | Email: [CONTACT_EMAIL] | Phone: [CONTACT_PHONE]

To: [CANDIDATE NAME]

[CANDIDATE ADDRESS]

[CANDIDATE CITY], [CANDIDATE STATE] [CANDIDATE ZIP]

Re: Offer of Employment for the Position of [POSITION TITLE]

1. Offer of Employment

1.1. Employer, [EMPLOYER NAME], is pleased to offer employment to [CANDIDATE NAME] ("Employee") in the position of [POSITION TITLE] under the terms and conditions set forth in this Offer Letter ("Offer"). This Offer is contingent upon the Employee's acceptance in writing and satisfaction of the Conditions of Employment set forth in Section 6.

2. Start Date and Work Location

2.1. Employee's anticipated start date is [START DATE].

2.2. Employee's primary work location will be [WORK LOCATION]. Employee's regular work schedule will be [WORK SCHEDULE] or as otherwise agreed between the parties.

3. Position, Duties, and Reporting

3.1. Employee will perform the duties and responsibilities customarily associated with the position of [POSITION TITLE], and such other duties as may be assigned by Employee's supervisor, [SUPERVISOR NAME]. Employee agrees to devote full working time and attention to the performance of Employee's duties for Employer, subject to permitted leave and Employer policies.

4. Compensation

4.1. Base Salary: Employer will pay Employee a base salary of [SALARY AMOUNT] per [PAY FREQUENCY], less applicable withholdings and deductions, payable in accordance with Employer's standard payroll practices.

4.2. Bonus/Incentive Compensation: Employee may be eligible for discretionary bonuses or incentive compensation as described in [BONUS DETAILS], subject to the terms of applicable plans and Employer's discretion.

4.3. Benefits: Employee will be eligible to participate in Employer's benefit programs as described in [BENEFITS SUMMARY], subject to the terms, conditions, and eligibility requirements of such programs.

5. Employment Status and At-Will Nature

5.1. Employment Relationship: Employment with Employer is at-will. Either Employer or Employee may terminate the employment relationship at any time, with or without cause, and with or without notice, except as otherwise provided in a separate written agreement signed by an officer of Employer. [AT-WILL STATEMENT]

6. Conditions of Employment

6.1. This Offer is contingent upon: (a) receipt of satisfactory references; (b) satisfactory completion of any background check and/or drug screening required by Employer ([BACKGROUND_CHECK]); (c) verification of eligibility to work in the United States and satisfactory completion of immigration verification ([IMMIGRATION_VERIFICATION]); and (d) any other conditions set by Employer ([CONDITIONS]).

6.2. Employee must provide original documents establishing identity and employment authorization as required by law prior to employment.

7. Confidentiality; Intellectual Property

7.1. Employee acknowledges that during employment Employee may have access to Employer's confidential and proprietary information. As a condition of employment, Employee will be required to execute Employer's standard Confidentiality and Invention Assignment Agreement.

[CONFIDENTIALITY_CLAUSE]

7.2. All inventions, discoveries, developments, and innovations conceived by Employee during the period of employment that relate to Employer's business will be the exclusive property of Employer, subject to applicable law and any separate written agreement.

8. Non-Competition and Non-Solicitation (Optional)

8.1. If applicable, Employee and Employer may enter into a separate non-competition and/or non-solicitation agreement. Any such agreement will be negotiated separately and is not a condition of this Offer unless expressly stated. [OPTIONAL_NONCOMPETE]

9. Paid Time Off and Leave

9.1. Employee's paid time off (vacation, sick leave, personal leave) will be provided in accordance with Employer's policies: [PAID_TIME_OFF]. Employer's leave policies may be modified from time to time in its discretion and as required by law.

10. Taxes and Withholding

10.1. All compensation payable to Employee will be subject to applicable federal, state, and local tax withholding and other deductions required by law.

11. Equipment and Expenses

11.1. Employer will provide necessary equipment and tools to perform job duties as determined by Employer. Business expenses incurred by Employee in the course of performing duties will be reimbursed in accordance with Employer's expense reimbursement policies upon submission of appropriate documentation.

12. Termination and Severance

12.1. Termination: Employment may be terminated by either party at any time consistent with Section 5. Employee acknowledges that no promise of employment for any specified period has been made unless set forth in a separate written agreement signed by an authorized representative of Employer.

12.2. Severance: Any severance pay or benefits will be provided only pursuant to a separate written agreement or Employer policy: [SEVERANCE].

13. Probationary Period

13.1. Employee may be subject to a probationary period of [PROBATION_PERIOD] during which time Employer will evaluate Employee's performance. Completion of the probationary period does not alter the at-will nature of employment unless otherwise agreed in writing.

14. Governing Law and Dispute Resolution

14.1. This Offer and any employment relationship arising hereunder will be governed by and construed in accordance with the laws of the state of [GOVERNING_STATE], without regard to conflicts of law

principles.

14.2. Any disputes arising out of or relating to this Offer may be resolved by the dispute resolution process set forth in Employer's policies or by mutual agreement of the parties. To the extent arbitration or other mandatory process is desired, such terms must be set forth in a separate written agreement.

15. Entire Agreement and Modification

15.1. This Offer, any referenced attachments, and any separate written agreements signed by the parties constitute the entire agreement between the parties concerning the subject matter herein and supersede all prior discussions and agreements. This Offer may be amended or modified only by a written instrument executed by both Employee and an authorized representative of Employer.

16. Acceptance of Offer

16.1. To accept this Offer, please sign and date this Offer Letter where indicated below and return a signed copy to Employer by [OFFER_EXPIRATION_DATE]. This Offer will expire if not accepted by that date.

16.2. By signing below, Employee acknowledges receipt of this Offer, confirms that Employee has read and understands its terms, and accepts employment on the terms and conditions set forth herein.

Acknowledgment:

Employer:

[EMPLOYER NAME]

By: _____

Name: [EMPLOYER_SIGNER_NAME]

Title: [EMPLOYER_SIGNER_TITLE]

Signature: [SIGNATURE_EMPLOYER]

Date: [SIGNED_DATE]

Employee:

I, [CANDIDATE NAME], accept the offer of employment as set forth in this Offer Letter.

Signature: _____

Name: [CANDIDATE NAME]

Date: [SIGNED_DATE]

Optional Attachments/References (if any):

- Confidentiality and Invention Assignment Agreement
- Employee Handbook
- Benefit Plan Summaries
- Job Description for [POSITION TITLE]

Notes and Instructions for Use:

- Customize all bracketed placeholders (e.g., [EMPLOYER NAME], [SALARY AMOUNT], [START DATE]) prior to presenting this Offer Letter.
- Include any required state-specific language or statutory notices as applicable in [GOVERNING_STATE].
- Consider whether to include or omit optional provisions such as non-compete or severance; consult counsel for state-specific enforceability and compliance.
- Retain a signed original in the Employer's personnel file.