

Offer of Employment

Date: [Date]

Candidate Name: [Candidate's Full Name]

Address: [Candidate's Address]

Dear [Candidate's Name],

We are pleased to offer you the position of **[Job Title]** at **[Company Name]**. Your anticipated start date will be **[Start Date]**. This offer is contingent upon completion of all pre-employment requirements.

Compensation

You will be compensated at the rate of **\$[Hourly Rate] per hour**, payable on a [weekly/biweekly/monthly] basis in accordance with our company's standard payroll practices. You will be eligible for overtime pay in accordance with applicable federal, state, and local laws.

Position and Responsibilities

Your position as **[Job Title]** will report directly to **[Manager/Supervisor's Name]**. Your primary responsibilities include:

- [Key Responsibility #1]
- [Key Responsibility #2]
- [Key Responsibility #3]
- Other duties as assigned.

Benefits

As a [full-time/part-time] employee, you will be eligible to participate in company-sponsored benefits, including [health insurance, 401(k), paid time off, etc.], subject to the terms and conditions of each plan and the company's policies.

Conditions of Employment

This offer of employment is at-will, which means either you or the company can terminate employment at any time, with or without cause or advance notice.

Please sign and return this letter by **[Acceptance Deadline]** to indicate your acceptance of this offer.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acceptance of Offer

I, [Candidate's Name], accept the offer of employment as outlined above.

Signature: _____

Date: _____