

EMPLOYMENT JOB OFFER

Date: _____, 20____

Dear _____,

_____ (“Company”), is pleased to offer you employment with our Company in accordance with the terms below:

I. POSITION.

- a) **Title.** _____
- b) **Duties.** _____

II. TERMS.

- a) **Supervisor.** _____
- b) **Start Date.** _____, 20____
- c) **End Date.** Indefinite _____, 20____
- d) **Employment.** Part-Time Full-Time
- e) **Expected Workdays.** Mon Tue Wed Thu Fri Sat Sun
- f) **Expected Hours.** ____:____ AM PM to ____:____ AM PM
- g) **Pay.** _____ Salary per Hour Commission Other. _____
- h) **Benefits.** 401(k) Medical insurance Other. _____
- i) **Vacation.** ____ Days per Year
- j) **Personal / Sick Leave.** ____ Days per Year
- k) **Other.** _____

III. CONDITIONS.

- a) **Acceptance.** Employee must accept this offer by _____, 20____.
- b) **Background Report Required?** Yes No

If the above-mentioned terms and conditions meet your qualifications for employment, it would be our pleasure to work with you. Please accept our offer by contacting me at any of the following methods:

Phone: _____

E-Mail: _____

We happily look forward to the opportunity of working with you.

Sincerely,



EMPLOYEE'S ACCEPTANCE

I, _____, hereby agree to the terms of the above offer of employment. I understand that this offer is non-binding with a separate agreement to be written afterward.

Employee's Signature: _____ **Date:** _____

Print Name: _____