**Employment Offer Letter**

Thank you for taking time to meet with the various officials of [Company Name] to discuss the position of [Title of Position]. On behalf of [Company Name], I am pleased to offer you employment as [Title of Position] in accordance with the terms of this letter.

You will be physically located at the [Address of branch or Headquarters and title of company]. Your position will be that of [Title of Position]. You will be an at-will employee, which means either you or [Company Name] may terminate this relationship at any time, with or without cause. Your employment will terminate immediately as a result of your death, disability or resignation.

 Your duties shall be set by [Title of Supervisor], but you will report to the President (if applicable), You will be expected to devote your full working time and energies to [Company Name].

 During your employment, you will be compensated [monthly, every two weeks, specific dates, avoid annually] in the amount of $\_\_\_\_\_\_\_\_, which calculates to annual rate of $\_\_\_\_\_\_\_. (Any additional payment provisions, i.e. commissions, bonus terms, sign on bonus, etc. should be added here.) Subject to acceptance by [Company Name]’s insurance carrier, you (and your spouse, if applicable) shall participate in the same medical plans offered all [Company Name] employees as well as any other employee benefit offered to [Company Name] employees. On a one-time basis, [Company Name] will reimburse you approximately [Moving Expense Amount, if applicable] for your move from [City, State] to [Location where Company is located]. Any amount in excess of [Moving Expense Amount] dollars will be reviewed with the [Supervisor Title] when determined. (Add any additional benefits the employee will eligible to receive upon acceptance or commencement of employment.) You shall be entitled to [Number of weeks] weeks paid vacation per year. In the event that [Company Name] should terminate your employment, without cause, you shall be paid [Number of Days] severance at your then current rate of compensation.

 [Company Name] will reimburse you for all reasonable and budgeted business expenses incurred on behalf of [Company Name] in furtherance of the company’s business. Your employment shall begin on or about [Date]. (Include any specific tasks or goals to be completed prior to employment or immediately after beginning employment.)

[Applicant’s Name]

[Applicant’s Name], if this accurately reflects our agreement, please sign where indicated and return one copy to my office. One behalf of [Company Name] I look forward to working with your.

 Very truly yours,

 [Hiring Individual’s Name]

Accepted:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

(Typed Applicant’s Name) Date