

BUSINESS LOGO

Date

Employee Name
Employee Mailing Address

Dear Employee First Name:

I am pleased to offer you the position of ADD POSITION TITLE at NAME OF BUSINESS.
This position is located at ADD.

Your total compensation package will include the following:

- A scheduled forty (40) hour work week with an annual salary of \$ADD to be paid on the 15th and last day of each month;
- ADD BENEFITS OFFERED;
- ADD HOLIDAYS, PERSONAL AND/OR SICK TIME OFF;
- ADD VACATION TIME AND ACCURAL.

I am proposing a start date of **INSERT START DATE**, or a day mutually agreed upon. Your work schedule is anticipated to be Monday-Friday, 8:30am-5pm, with occasional evenings and weekends. As this program takes shape, the hours could be adjusted.

This offer is subject to satisfactory results of a criminal record check. If you accept this offer, please sign and return this letter to ADD NAME AND EMAIL ADDRESS by this ADD DUE DATE. If you have any questions or would like more time, please let me know.

Thank you for your interest in the position and for joining the BUSINESS NAME team. We are looking forward to working with you.

Sincerely,

AUTHORIZED PERSON
SIGNATURE

Accepted: _____

NEW EMPLOYEE

Date