

# Job Offer Letter

---

(Applicant)  
(Address)  
(City, State, Zip Code)

Dear (Applicant),

We are pleased to extend an offer of employment to you with (Company Name). This offer is contingent upon successful completion of (a background check) (a pre-employment physical) (pre-employment drug test). All such testing will be conducted in accordance with applicable federal, state, and local laws. Our (Title of Company Representative) will contact you to set up an appointment and provide you with the necessary forms and instructions.

As we discussed, the following details will summarize the offer of employment to join our company.

You will be hired as a (full-time, part-time) (Position Title) in the (Department Name). You will be expected to regularly work at least (Number of Hours) hours each week. You will be compensated at the rate of (Dollar Amount) each (Time Frame).\*

You will be eligible for (list benefits, i.e., group health insurance, vacation, etc.) upon completion of (specify when employees become eligible for benefits).

Under the Immigration Reform and Control Act (IRCA), our company is required to verify the identity and work authorization of all newly hired employees. Therefore, you will be required to complete the I-9 form upon hire. Within three business days of beginning employment, you will need to supply acceptable documentation (as noted on the I-9 form) of your identity and work authorization. For your convenience, we have enclosed a copy of the I-9 form and List of Acceptable Documents for your review.

**OUR COMPANY ADHERES TO A POLICY OF EMPLOYMENT-AT-WILL WHICH ALLOWS EITHER PARTY TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE.\*\***

You will begin work on (Date) and will receive your first paycheck on (Date). If you have any questions concerning the above details, please call me immediately. If you accept this position, please sign below and return to my attention within (Number) days.

Thank you for your interest in our company.

Sincerely,

Name \_\_\_\_\_ Title \_\_\_\_\_

## ACKNOWLEDGEMENT

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

\*To avoid implying specific employment duration, do not state salary on an annual basis. Salary should be stated in terms of pay period.

\*\*Some states have restrictions on employment-at-will. You should contact your State Department of Labor or legal counsel regarding state statutes which may offer additional protection against discharge.