

Sample Offer Letter - Massachusetts
Non-exempt (hourly) employee

Date

address to prospective employee

Dear (name of prospective employee):

On behalf of (company name), I am pleased to offer you a position as (job title), which you will begin on (start date). As we discussed, in this position your hourly compensation will be \$xx. You will be eligible for annual performance reviews, which may lead to increases in your compensation. This position is considered a non-exempt position for purposes of federal wage-hour law, which means that if your hours worked exceed 40 in any workweek, you will be paid time and a half for those hours exceeding 40.

In addition to your compensation, you will be eligible to receive the benefits that are offered to all (name of company) full time employees, subject to eligibility requirements. These benefits will be explained in detail to you at your orientation upon beginning your employment here. You will also be given a copy of the employee handbook, which describes the company's policies and procedures that will govern certain aspects of your employment. You will be asked to review the handbook and sign and return the acknowledgement of receipt page at the end of the handbook.

If you wish to accept the offer, please sign in the place provided below and return it to (human resources representative or designated person). We greatly look forward to having you join (name of company) and to your becoming a member of our team. However, we recognize that you retain the option, as does the company, of ending your employment with the company at any time, with or without notice and with or without cause. As such, your employment with the company is at-will and neither this letter nor any other oral or written representations may be considered a contract for any specific period of time.

Please bring valid identification (license and social security card or current passport) on your first day. Should you have any questions about your employment with (name of company), please do not hesitate to contact (human resources representative or designated person).

Sincerely,

(Should be signed by the person in the company with authority to hire and fire.)

I agree to the terms of the employment set forth above.

Signature: (Prospective employee)

Date