

October 14, 2007

New Employee  
12345 E. Main St.  
Spokane, WA 99201

Dear New Employee,

We are pleased to offer you employment as (NEW JOB TITLE) in the (DEPARTMENT) Department at a pay rate of (\$WAGE) per (HOUR/PAYPERIOD).

You first day will be November 16, 2007. Please report at 8:00 a.m. on Tuesday, November 16, 2007 and ask for \_\_\_\_\_, Manager, to conduct your new hire orientation. There are some things that you will need to bring with you to your orientation program on your first day. These are:

- Identification that establishes your identity and employment eligibility, such as a U.S. Passport, or a driver's license and social security card, or a driver's license and birth certificate;
- A voided check and/or a savings account deposit slip to enroll in direct payroll deposit;
- Completed W-4 form;

Initially, you will receive the following benefits: Medical, Dental, Life Insurance, Short Term Disability, and Long Term Disability. These benefits will become effective on the first of the month following your date of hire.

The Employee Handbook that you will receive will outline any other benefits available after you have completed a certain amount of service to the company, as well as the policies of \_\_\_\_\_.

We are offering, and by signing this letter, you accept employment that is terminable at-will. Of course, we both hope that our relationship will be a continuing one, but we agree by this letter that your employment is not for a fixed term. Rather, your employment is subject to termination by you or \_\_\_\_\_ at any time, with or without notice, and for reasons which either party believes sufficient in their discretion.

If the foregoing is acceptable, please sign the enclosed copy of this letter and return it to me right away. A copy will be placed in your personnel file.

Sincerely,

Name  
Manager

***I have read this offer of employment, understand it, and accept employment on the basis set forth in this offer.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date