

This generic document has been provided as an example by  
Application Researchers®, a proud NPA Affinity Partner  
Contact: Merri Mai Williamson ~ (800) 865-5272 ~ mmwilliamson@applicationresearchers.com

Name

Address

City, State Zip

Dear \_\_\_\_\_:

On behalf of ABC COMPANY, I am pleased to offer you a position as \_\_\_\_\_.  
As we discussed, in this position your starting compensation will be \$\_\_\_\_\_ per  
hour, which is equivalent to an annual amount of \$\_\_\_\_\_. This position is  
considered an [exempt/non-exempt] position for purposes of federal wage-hour law,  
which means that you [will not/will] be eligible for overtime time pay for hours actually  
worked in excess of 40 in a given workweek.

In addition to your compensation, you will be eligible to receive the benefits which are  
offered to all ABC COMPANY employees. On your first day of employment, you will  
review our employee handbook, which describes the Company's benefits, policies and  
procedures that will govern certain aspects of your employment.

This offer of employment, if not previously accepted by you, will expire seven days from  
the date of this letter, although additional time for consideration of the offer can be made  
available if you find it necessary. If you wish to accept the offer, please sign in the place  
provided below and return it to me within the prescribed time.

We greatly look forward to having you join our Company and become 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.

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Should you have any questions about starting with the Company, please do not hesitate to contact me or a representative from the Human Resources Department.

Sincerely,  
[Signature of Company Official]

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

_____	_____
Signature	Date

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