



www.FASTBusinessPlans.com

**OFFER OF EMPLOYMENT LETTER TEMPLATE
(COMPANY NAME)**

**(COMPANY NAME)
(STREET ADDRESS)
(CITY, STATE ZIP CODE)**

(CREATION DATE)

Here's Your *FAST* Offer of Employment Letter Template

This offer of employment letter is for you to use as you see fit. You are free to edit and use this offer letter within your organization; however, we do ask that you don't distribute it on the web without explicit permission from us.



www.FASTBusinessPlans.com

Offer of Employment Letter Template
(Exempt and Non-Exempt)

Dear [Candidate Name]:

On behalf of [COMPANY NAME], I am pleased to offer you the following position:

Title: [Company Compensation job title, job code (optional)]
Internal Title: [internal working title, if applicable]
Grade: [grade, exempt/non-exempt status]

Please report to [who to report to, location and time to report].

The salary for this [exempt/non-exempt] position is [\$\$ Amount] per [year or per hourly/weekly rate for non-exempt employees].

Your expected starting date of employment is tentatively set for [Date] and is contingent on the successful completion of your background [and/or drug] screening.

In addition to successful completion of the background [and/or drug] screening, this offer is contingent upon your signing [Company Documents]. They have been enclosed for your signature to be returned to me along with a signed copy of this letter.

Should you accept this conditional offer, your continuous employment will require both satisfactory job performance and agreement with existing and future [Company Name] policies.

You also will be responsible for verifying your eligibility to work in the United States. Please bring with you on your first day of employment the enclosed I-9 form along with documents to establish your identity and employment eligibility. Also enclosed is a list of acceptable documents.

At [Company Name] Orientation, you will be given information about your eligibility for employee benefits, the enrollment procedures, and the effective dates of coverage. Your acceptance in the benefits programs for which you are eligible must be completed within the first 60 days of your employment or you must wait until the next open enrollment period. You will need to provide certified documentation for any dependents you wish to include in benefits programs.

I am delighted that you are joining [Company Name] and hope you will find your employment with [Company Name] to be a gratifying and enjoyable experience. If you have any questions, please call me at [Phone Number].

Please signify your acceptance of the offer by signing and returning to me the enclosed copy of this letter along with [other signed agreements required by Company] no later than [date].

Sincerely,

[Name]
[Title]

I hereby accept employment on the circumstances set above in this letter.

Signature of Candidate

Date

Enclosures:
I-9 form
List of Acceptable Documents
[Any Company Documents mentioned]

Visit us at www.FASTBusinessPlans.com

You may also be interested in the following resources:

Employee Termination Letter Template: <http://www.fastbusinessplans.com/business-templates/employee-termination-letter.html>

Employee Handbook Template: <http://www.fastbusinessplans.com/business-templates/employee-handbook.html>

Other Business Related Templates: <http://www.fastbusinessplans.com/business-templates.html>