

Offer of Employment

Date: _____

Dear _____,

We are delighted to offer you a position with _____ (the “Company”). The details of the offer are below.

Job title

Reports to

Start date

Full-time or part-time

Pay

Work location

Benefits

You will be eligible for the benefits the Company offers employees in your role, under the terms of each plan, which may change from time to time.

Conditions

This offer depends on you showing, by your third day of work, that you are authorized to work in the United States, as federal law requires, and on any other checks we have told you about in writing.

At-will employment

Your employment with the Company is at will: either you or the Company may end it at any time, with or without cause or notice. Nothing in this letter or in any other Company document or conversation creates a contract for a fixed period. Only a written agreement signed by an authorized officer of the Company can change this.

Accepting this offer

This letter is the whole offer and replaces anything said or written before about it. To accept, please sign below by _____. After that date, the offer lapses unless we agree otherwise in writing. We are excited about the prospect of you joining us.

For the Company

Accepted by the candidate

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Date: _____

Date: _____