
OFFER LETTER EXTENSIVE
TEMPLATE ON LETTERHEAD

Date

Name

Address

Address

Dear < **First name** >,

[Company name] is pleased you have agreed to accept our offer of employment. As discussed, you will assume the position of **[Title]** at **[Location]**, reporting directly to **[Manager name]**. This letter will serve to confirm our understanding of your acceptance of this position.

1. Your responsibilities will be those outlined in the enclosed job description and described to you during your discussions with **[Name(s) of interviewer(s)]**.
2. During your employment with us **[Company name]** will compensate you with a **[weekly/biweekly/monthly]** salary in the amount of **[\$[Amount]]**. Your first **[30/60/90]** days of employment with **[Company name]** are considered an introductory period, and during that period you will not accrue any benefits described in the Employee Manual unless otherwise required by law. Completion of the introductory period does not guarantee continued employment for any specified period of time, nor does it require that a dismissal be based on cause.
3. As an employee of **[Company name]**, you will be provided with a copy of the Company's Employee Manual and insurance booklets which outline our personnel policies and benefits program. Please read these materials thoroughly, and sign and return a copy of the "Receipt and Acknowledgement of Employee Manual." Any questions regarding company policy, benefits administration, or eligibility should be directed to **[Name/Department]**
4. As indicated on the job application you completed, your employment and compensation with **[Company name]** are "at-will," meaning that either the employer or the employee can terminate the employment relationship at any time and for any reason. The terms of this offer letter, therefore, do not and are not intended to create either an express and/or implied contract of employment with **[Company name]**. No manager or representative of the company, other than



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the President, has authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing, and any promises to the contrary may only be relied upon by you if they are in writing and signed by the President of **[Company name]**.

5. Our offer to hire you is contingent upon your submission of satisfactory proof of your identity and your legal authorization to work in the United States. If you fail to submit this proof, federal law prohibits us from hiring you.

6. Our offer to hire you is further contingent upon your completion of a pre-employment physical examination scheduled for **[Date/Time]** at **[Location]**. The company will pay for the examination.

7. Although your initial assignment is in **[Location]**, we may transfer you at the company's sole discretion.

8. We will expect you to begin work on **[Day/Date/Time]** at **[Location]**.

[Candidate] if you agree with and accept the terms of this offer of at-will employment please sign below and return this letter to our office. We are confident your employment with **[Company name]** will prove mutually beneficial, and we look forward to having you join us.

Sincerely,

Company Representative
Title

Accepted by: < **candidate name** >

Date:

WE ARE AN AT-WILL, EQUAL OPPORTUNITY EMPLOYER

