

OFFER LETTER SAMPLE

With this letter, I invite you to become a TITLE with COMPANY NAME commencing on STARTING DATE. Your employment relationship is described in the numbered paragraphs that follow.

- 1) You will do and perform the services and duties that are customarily associated with the continuing effort of the company to JOB FUNCTION. Your position will more closely involve DETAILED JOB FUNCTION DESCRIPTION or NOTE JOB DESCRIPTION ADDENDUM.
- 2) The company will pay you a base salary of AMOUNT per annum paid over 24/26 pay periods, and you will be eligible for a performance bonus after the completion of your first year of employment.
- 3) You will be entitled to participate in all health insurance, disability insurance, life insurance, profit sharing, 401K, holiday/vacation/sick/personal time, and any other employee benefit programs. Description of the employee benefit programs is covered in separate documents that accompany this letter.
- 4) You will be entitled to TWO (2) weeks of vacation per year until the completion of YEARS OF SERVICE, at which time you will be entitled to THREE (3) weeks of vacation per year.
- 5) The company will reimburse you for travel and other out-of-pocket expenses incurred by you in the ordinary and necessary discharge of your duties.
- 6) The company will reimburse you for your reasonable out-of-pocket moving expenses to relocate from CURRENT LOCATION to NEW JOB LOCATION. The company will pay for reasonable temporary living expenses for you for a period of up to TWO MONTHS. Additionally, the company will reimburse you for the expense of TWO trips to NEW JOB LOCATION as you seek suitable housing arrangements.
- 7) A full performance and salary review will be conducted each year on the anniversary date of your employment.
- 8) This offer is made subject to satisfactory results of background and reference checks to be performed by the company.
- 9) If the terms set forth in this letter are acceptable to you, please sign a copy of this letter in the space provided below and return it to me. We look forward to a long and

mutually rewarding employment relationship with you.

Sincerely,

EMPLOYER REPRESENTATIVE NAME

EMPLOYER REPRESENTATIVE TITLE

EMPLOYEE: _____ DATE: _____

EMPLOYEE NAME