

COMPANY NAME
COMPANY ADDRESS, PHONE, WEBSITE

DATE

EMPLOYEE/CONTRACTOR NAME
MAILING ADDRESS, PHONE AND EMAIL

Re: Offer of Employment

Dear _____ :

We are pleased to offer you the position we discussed **MEETING DATE** for the **POSITION TITLE**. If you accept our offer of employment, the following terms and conditions will apply.

- Signature on Non-Compete Contractor or Employee Contract
- Signature of Compensation Plan
- Signature of Position Description
- (add other like background check here)

Please plan to begin work on **START DATE**. Your supervisor, **DIRECT SUPERVISOR**, will contact you by the end of this week to confirm your starting date. You will report directly to **DIRECT SUPERVISOR** as your immediate supervisor and they will coordinate all training dates, times and materials for you. We are so happy to welcome you to our team!

Start Date:	_____
Shift Schedule:	_____
please arrive 15 minutes early.	
The training rate of pay per hour for the first 90 days is: \$	_____
90-Day review date:	_____
Require dress code:	_____

If the above terms meet with your understanding of our discussion, please contact me at your earliest convenience regarding whether or not you will accept our offer of employment. I can be contacted at **PHONE NUMBER OR EMAIL**.

We are looking forward to the opportunity of working closely with you in the near future.

Sincerely,

COMPANY REPRESENTATIVE - TITLE
PHONE - EMAIL