

SAMPLE OFFER LETTER

We are pleased to offer you a position as _____ at the salary (wage) of _____ per (month/week/hour). This offer of employment is conditioned upon the receipt of proof of your legal eligibility to work in the United States, and our receipt of satisfactory responses to our background and reference checks (*and a satisfactory pre-employment drug test and/or physical examination*).

You will report directly to _____. _____ reserves the right to modify your duties as required.

If you accept this offer and begin employment, you will be eligible to participate in the company's insurance and employee benefit programs, subject to the terms, conditions, limitations and exclusions in those programs. In addition, please note that employees retain the right to resign at any time, either with or without cause or notice. _____ retains the same right to end its relationships with employees. Accordingly, your employment would not be for any specified or definite term and would be terminable at-will, either at your option or at the option of the company, at any time, and either with or without cause or advance notice.

While we hope that your employment will be mutually beneficial and rewarding, it is important to note that no individual, other than the company President, has the legal authority or ability to alter the at-will nature of the employment relationship and, by accepting the offer you are confirming that there are no oral, collateral, or other written statements by any employee or representative of the company to the contrary. It must be noted that the President of the company can only alter the at-will nature of the employment relationship if the President does so in a written agreement that is signed both by the President and by you. This represents an integrated agreement with respect to the at-will nature of the employment relationship and must be agreed to as a condition of your acceptance of this offer of employment.

Should you accept this offer, we would like you to begin work _____. We hope that you will view _____ as an outstanding organization and will accept this offer. Please signify your acceptance of the terms set forth above by signing and dating this offer letter. We welcome you to the company.

Sincerely,

I accept these terms of employment.

Name

Date