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Re: Employment Offer

Dear _____:

I am pleased to offer you the position of _____ with _____.

This offer is contingent upon my receipt and verification of the following documents:

_____

If you choose to accept this offer, you will start on _____ or another mutually agreed-upon date. The following are the details of your new employment:

Probationary Period: You will be subject to the following probationary period at the start of your employment: _____. During this probationary period, we'll each be judging whether we are a good fit. If not, you may be terminated at any time.

Position: As mentioned above, your new title will be _____. This is a full-time position. While engaged in this employment, you will be expected not to engage in any other full-time employment or any other business venture that could create a conflict of interest with your employment here.

Location: Your new position requires you to be present at our physical location. Please

report to the following address at the following time on your start date at _____:

_____

Compensation: Your initial compensation will be as follows: $2 per hour. This will be paid in accordance with a standard payroll schedule. You will receive payment Weekly.

Your first payment will be on _____. Your pay may be subject to standard state and federal deductions, which will be discussed upon your acceptance of our offer. You may also be subject to compensation reviews and discussions at regular intervals.

Benefits: Your employment comes with the following benefits:

_____

Vacation: You may receive certain company-wide or national holidays off. Beyond that, however, you will receive the following amount of vacation time per year: _____. If you don't utilize all vacation time allotted to you during the year, you will be entitled to roll over the vacation time to the next year. However, you will not be permitted to have total vacation time in any one year in excess of the following amount: _____.

Bonus: You may be eligible to receive a bonus, the details of which are as follows:

_____

Sincerely,

_____
Representative of _____

With the signature below, I accept this offer for employment.

_____
Employee Name

_____

Date