

_____ would like to offer you the position of _____ at a monthly salary of \$ _____, less appropriate withholdings (paid bi-monthly), on a regular full-time, exempt status. Additional employment benefits will include ____week(s) of _____ per year, accrued pro-rata on a monthly basis. You will also be eligible for medical & dental benefits after completion of an introductory period of _____ months, pursuant to the terms of the Company's medical and dental policies.

In consideration of the Company entering into this agreement, you agree to conform to the policies and rules of the Company. Each party to this agreement also agrees that your employment with the Company will be "at will", which means that your employment and compensation can be terminated at any time with or without cause, or notice, at the option of either you or the Company. And any modification of the "at will" nature of your employment must be in a writing signed by the **[insert title]** of the Company.

This offer is contingent upon your successful completion of a substance screening by a medical provider selected by the Company. If you accept the Company's offer and pass the screening, your employment will begin on _____. **[if applicable]**.

The Immigration Reform and Control Act (IRCA) requires that the Company verify the work eligibility of all new hires by completing an Employment Eligibility Verification Form (I-9), prior to a new hire's first day of employment. You are required to present documents to establish both identity and work authorization. Please provide the Company with your valid State issued Driver's License or valid US Passport and an original social security card or original birth certificate on or before your first day of employment. Other documents may be substituted as outlined by the INS.

This offer supersedes any other communications on the subject of employment with the Company. If you find this offer of employment acceptable, please acknowledge below by signing and dating below. This offer shall remain open until close of business on _____, at which time it will expire. I look forward to hearing from you soon

Sincerely,

I have read, understand and accept this offer of employment as outlined.

Signature

Date